# Banner Student
# Self-Service Faculty and Advisors
# Training Workbook

*Release 8.1 - October 2008*
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**SunGard Higher Education**
4 Country View Road
Malvern, Pennsylvania 19355
United States of America
(800) 522 - 4827

**Customer Support Center website**
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**Revision History Log**

| Publication Date | Summary |
|---|---|
| October 2008 | New version that supports 8.1 software. |



Think before you print.

# Table of Contents

# Introduction

## Course goal

This course is intended to teach you to identify key forms, tables, and reports in the Banner System. In addition, you will learn to follow key processes and query tables. The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Reference

## Course objectives

At the end of this course, you will be able to

- create the rules and set parameters used to process the data
- log in to Faculty Self-Service either as a faculty member or as an advisor
- view class lists, wait lists, and faculty schedules
- enter mid-term and final grades
- enter Electronic Gradebook component scores
- change class options
- enter override restrictions for a course
- use the Faculty Self-Service WebCAPP feature
- view a student's personal information, including street and e-mail addresses.

## Intended audience

Registrar and Academic Department offices staff, as well as staff members who interface with these offices for the purpose of accomplishing academic procedures, including members of the IT department.

## Prerequisites

To complete this course, you should have

- completed the Training Services computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system
- administrative rights to create and perform the necessary set up in Banner
- Banner ID for a faculty member or advisor on the Identification Form (SPAIDEN)
- created an active faculty record on the Faculty Information Form (SIAINST)
- described how Banner Student is used to assign faculty members to a section of a course for a specific term
- explained the Banner Student registration feature functionality
- the ability to describe how Banner Student handles grade scales and grade modes.

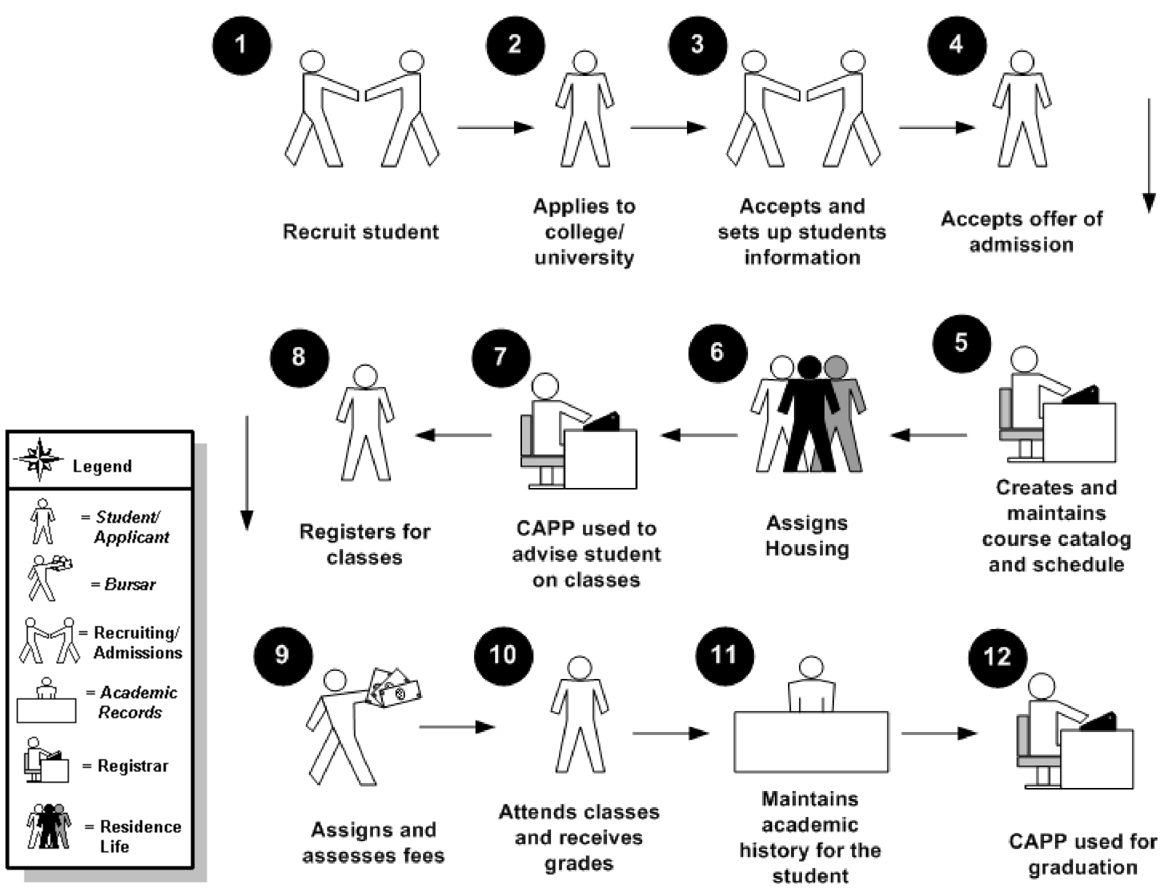
# Process Introduction

## Introduction

The Banner Faculty & Advisor Self-Service utility allows Faculty and Academic Advisors to review their class load schedule, review the class roster for classes they are teaching, perform registration overrides for their classes, register their advisees, review student transcripts for academic advising purposes, generate degree evaluations for academic advising purposes, and enter grades from the Web.

## Flow diagram

This diagram highlights the overall Student process.  Processes associated with Faculty & Advisors Self-Service can occur throughout the Student process.



## About the process

Rule and validation forms are set up on the Banner system. Unless a new code is required, this step is only performed once.

The person/employee will view, save, and print online output.

Parameters validation criteria will be defined.

# Set Up

## Section Goal

The goal of this section is to outline the set-up process and detail the procedures to set-up Banner Faculty & Advisor Self-Service.

Note:  Throughout the remainder of this workbook, we will refer to Banner Faculty & Advisor Self-Service as simply "Faculty Self-Service."

## Objectives

At the end of this section, you will be able to create the rules and set parameters used to process the data.

# Validation, Rule, and Control Forms

## Forms needed

Before using Faculty Self-Service, there are several validation forms that need to be set or created in the Banner Student System.

The following validation forms are used frequently in Faculty Self-Service. Review the forms listed here. Some of these forms may be previously established through other modules. Review these forms to see how they relate to Faculty Self-Service.

| **Form Description** | **Banner Name** |
|---|---|
| Faculty Member Attributes Code Validation | STVFATT |
| Advisor Type Validation | STVADVR |
| Role Definition Validation | STVROLE |
| Process Control Code Validation | STVPROC |
| Enterprise Access Control | GOAEACC |
| Faculty Attribute/Advisor Type Control | SOAFAPC |
| E-mail Address Type Validation | GTVEMAL |
| Compliance Print Code Validation | STVPRNT |
| Compliance Type Validation | STVCPRT |
| WebCAPP Rules | SMAWCRL |
| Compliance Default Codes Validation | STVDFLT |
| Compliance Default Parameters | SMADFLT |
| Originator Code Validation | STVORIG |
| Registration Permit-Override Code Validation | STVROVR |

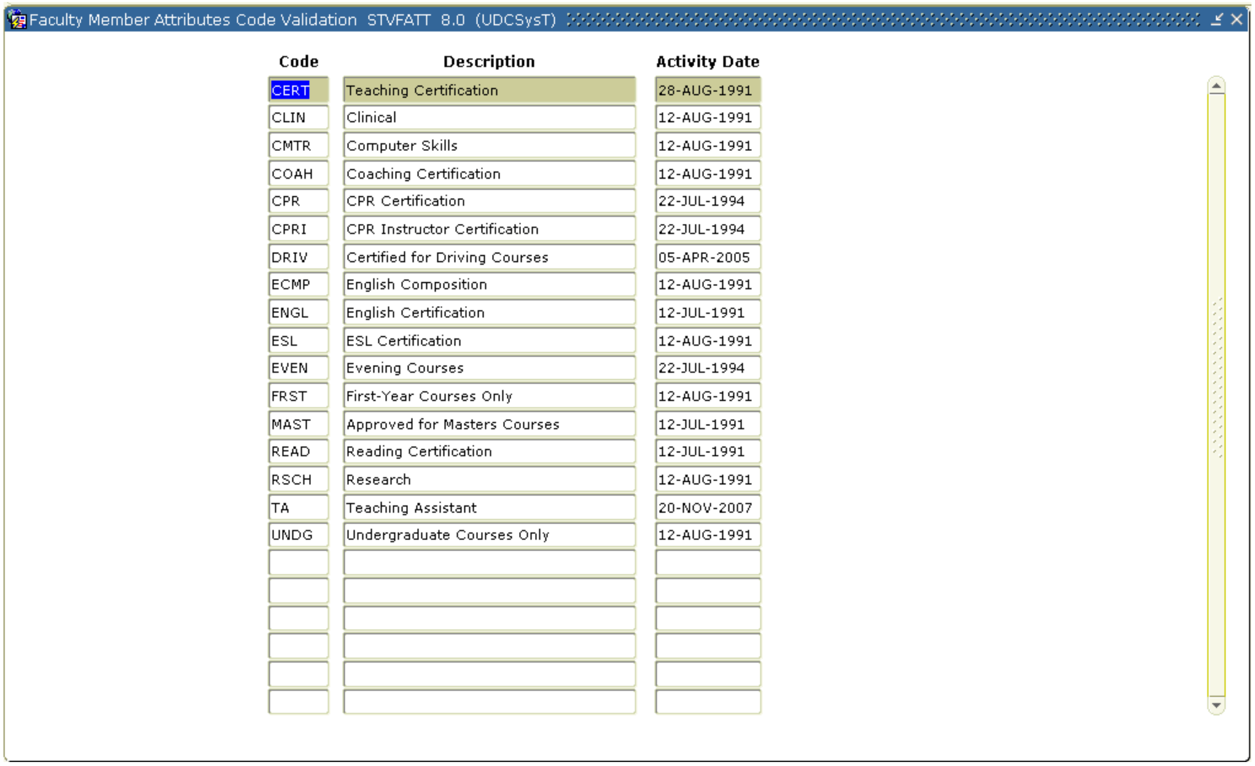
| Form Description | Banner Name |
| --- | --- |
| Registration Permit-Overrides Control | SFAROVR |
| Course Registration Status Code Validation | STVRSTS |
| Term Code Validation | STVTERM |
| Term Control | SOATERM |
| Transcript Type Validation | STVTPRT |
| Transcript Type Rules | SHATPRT |
| Crosswalk Validation | GTVSDAX |
| Web Display List Customization | SOAWDSP |

# Faculty Member Attributes Code Validation

## Purpose

The Faculty Member Attributes Code Validation Form (STVFATT) is used to create, update, insert, and delete faculty member attribute codes such as adjunct faculty, part-time faculty, Department Chairperson, or Full-time Coach.

## Banner form


Faculty Member Attributes Code Validation STVFATT 8.0 (UDCSysT)

| Code | Description | Activity Date |
|---|---|---|
| CERT | Teaching Certification | 28-AUG-1991 |
| CLIN | Clinical | 12-AUG-1991 |
| CMTR | Computer Skills | 12-AUG-1991 |
| COAH | Coaching Certification | 12-AUG-1991 |
| CPR | CPR Certification | 22-JUL-1994 |
| CPRI | CPR Instructor Certification | 22-JUL-1994 |
| DRIV | Certified for Driving Courses | 05-APR-2005 |
| ECMP | English Composition | 12-AUG-1991 |
| ENGL | English Certification | 12-JUL-1991 |
| ESL | ESL Certification | 12-AUG-1991 |
| EVEN | Evening Courses | 22-JUL-1994 |
| FRST | First-Year Courses Only | 12-AUG-1991 |
| MAST | Approved for Masters Courses | 12-JUL-1991 |
| READ | Reading Certification | 12-JUL-1991 |
| RSCH | Research | 12-AUG-1991 |
| TA | Teaching Assistant | 20-NOV-2007 |
| UNDG | Undergraduate Courses Only | 12-AUG-1991 |

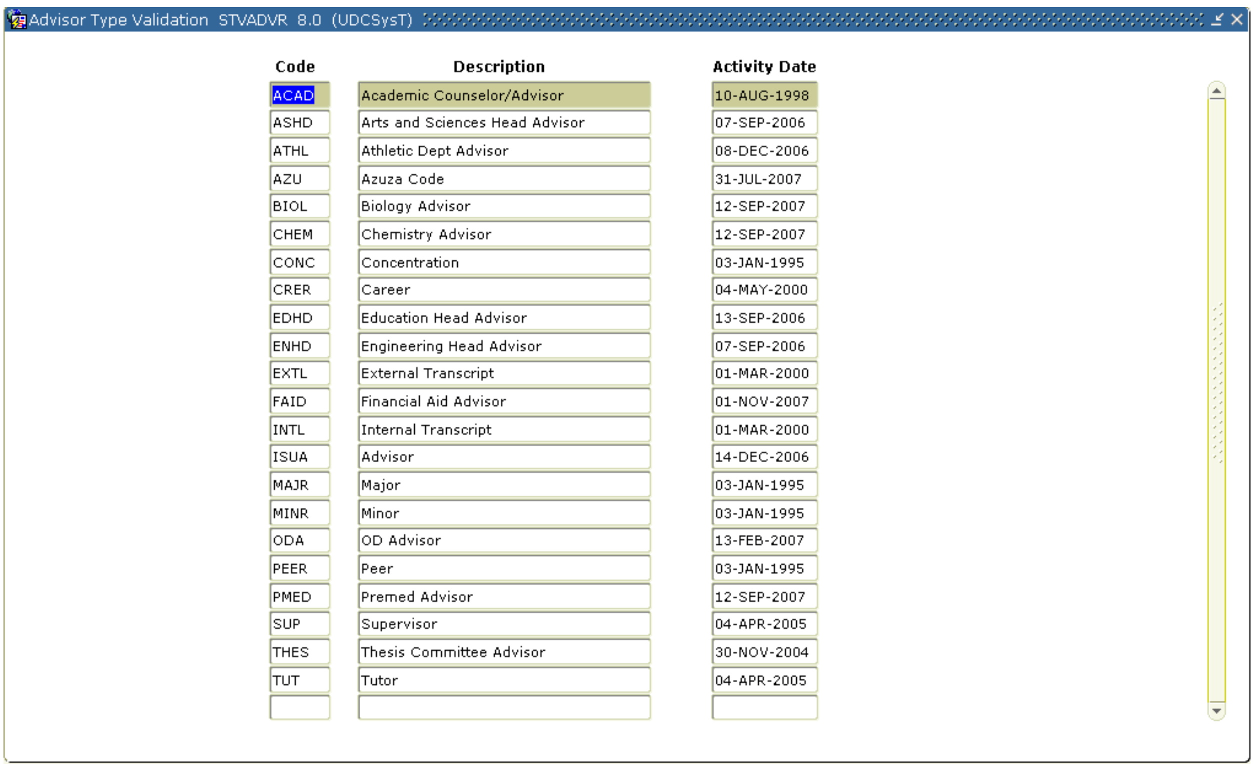
See the chapter "Allowing Faculty and Non-Faculty Access" in the Set Up section of this workbook for the steps to enter a Faculty Member Attributes Code.

# Advisor Type Validation

## Purpose

The Advisor Type Validation Form (STVADVR) is used to create, update, insert, and delete advisor type codes such as major, minor, honors, and concentration.

## Banner form



Advisor Type Validation STVADVR 8.0 (UDCSysT)

| Code | Description | Activity Date |
|---|---|---|
| ACAD | Academic Counselor/Advisor | 10-AUG-1998 |
| ASHD | Arts and Sciences Head Advisor | 07-SEP-2006 |
| ATHL | Athletic Dept Advisor | 08-DEC-2006 |
| AZU | Azuza Code | 31-JUL-2007 |
| BIOL | Biology Advisor | 12-SEP-2007 |
| CHEM | Chemistry Advisor | 12-SEP-2007 |
| CONC | Concentration | 03-JAN-1995 |
| CRER | Career | 04-MAY-2000 |
| EDHD | Education Head Advisor | 13-SEP-2006 |
| ENHD | Engineering Head Advisor | 07-SEP-2006 |
| EXTL | External Transcript | 01-MAR-2000 |
| FAID | Financial Aid Advisor | 01-NOV-2007 |
| INTL | Internal Transcript | 01-MAR-2000 |
| ISUA | Advisor | 14-DEC-2006 |
| MAJR | Major | 03-JAN-1995 |
| MINR | Minor | 03-JAN-1995 |
| ODA | OD Advisor | 13-FEB-2007 |
| PEER | Peer | 03-JAN-1995 |
| PMED | Premed Advisor | 12-SEP-2007 |
| SUP | Supervisor | 04-APR-2005 |
| THES | Thesis Committee Advisor | 30-NOV-2004 |
| TUT | Tutor | 04-APR-2005 |

See the chapter “Creating Advisor Types” in the Set Up section of this workbook for the steps to create and maintain an Advisor Type code.

# Role Definition Validation

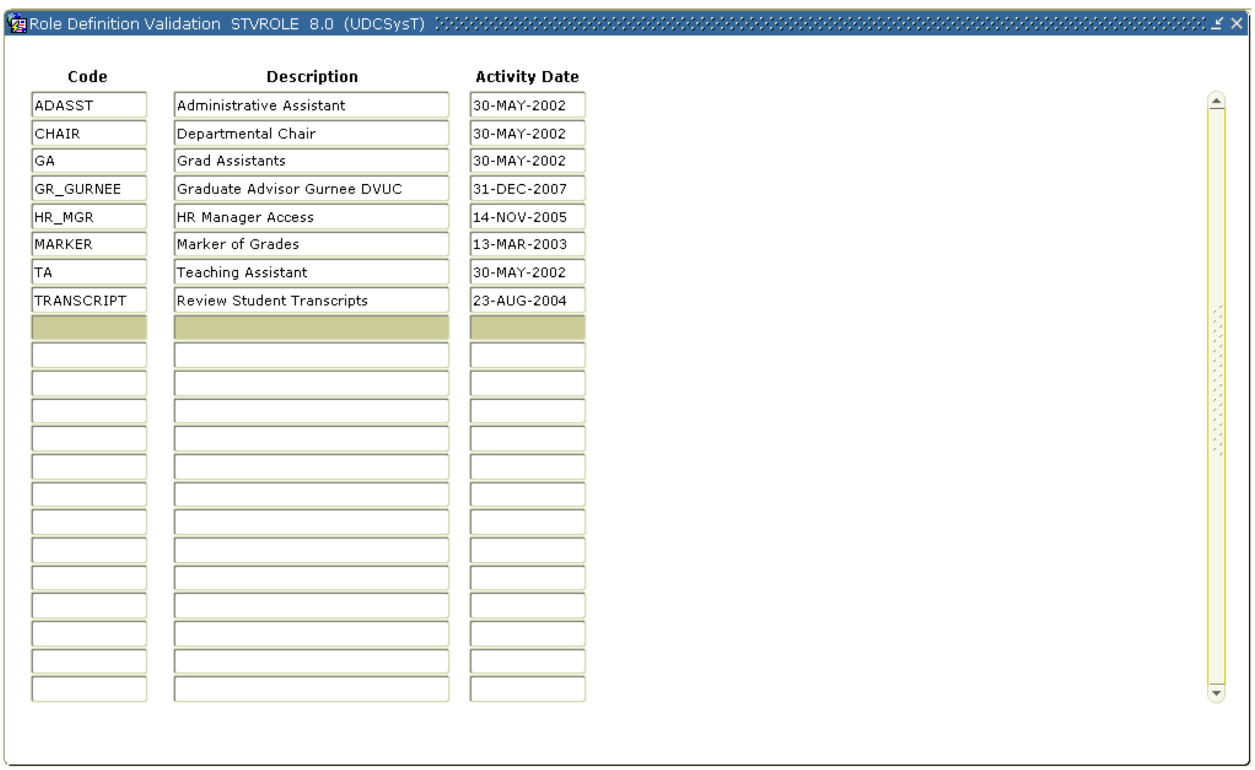
## Purpose

The Role Definition Validation Form (STVROLE) is used to create the roles to which transcript, gradebook, and compliance security processing may be assigned.

These values are required in Banner Student for use in Security Processing in Faculty Self-service on the Faculty Attribute/Advisor Type Control Form (SOAFAPC):

- A - Advisor
- F - Faculty

## Banner form


Role Definition Validation STVROLE 8.0 (UDCSysT)

| Code | Description | Activity Date |
|---|---|---|
| ADASST | Administrative Assistant | 30-MAY-2002 |
| CHAIR | Departmental Chair | 30-MAY-2002 |
| GA | Grad Assistants | 30-MAY-2002 |
| GR_GURNEE | Graduate Advisor Gurnee DVUC | 31-DEC-2007 |
| HR_MGR | HR Manager Access | 14-NOV-2005 |
| MARKER | Marker of Grades | 13-MAR-2003 |
| TA | Teaching Assistant | 30-MAY-2002 |
| TRANSCRIPT | Review Student Transcripts | 23-AUG-2004 |

## Steps

Follow these steps to create a role.

1. Access the Role Definition Validation Form (STVROLE).
2. Enter *A* in the **Code** field.
3. Enter *Advisor* in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.

# Process Control Code Validation

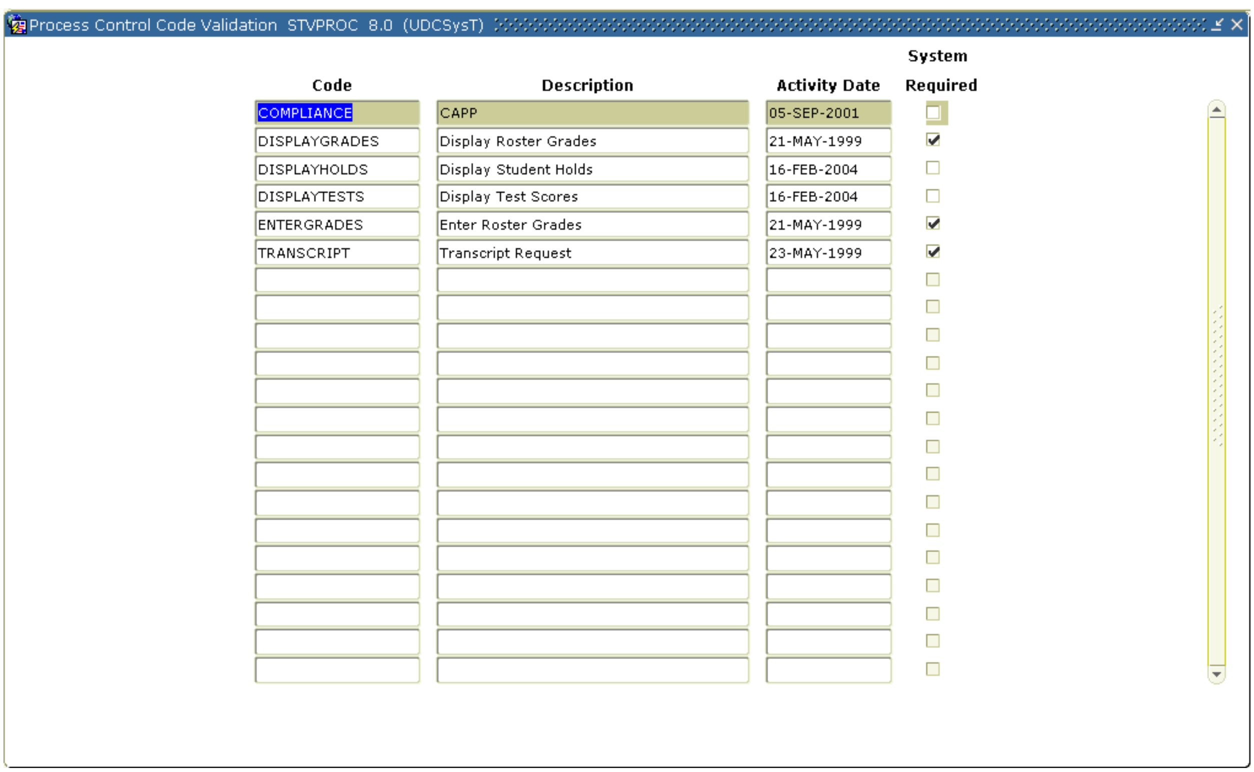
## Purpose

Use the Process Control Code Validation Form (STVPROC) to create, update, insert, and delete the process codes that are allocated to either a faculty attribute or advisor type and control access to the Electronic Grade Book and Academic Transcript in Faculty Self-service.

These values are required in Banner Student for use in Security Processing in Faculty Self-service and will be used on the Faculty Attribute/Advisor Type Control Form (SOAFAPC):

- COMPLIANCE
- DISPLAYGRADES
- ENTERGRADES
- TRANSCRIPT

## Banner form


Process Control Code Validation STVPROC 8.0 (UDCSysT)

| Code | Description | Activity Date | System Required |
|---|---|---|---|
| COMPLIANCE | CAPP | 05-SEP-2001 | ☐ |
| DISPLAYGRADES | Display Roster Grades | 21-MAY-1999 | ☑ |
| DISPLAYHOLDS | Display Student Holds | 16-FEB-2004 | ☐ |
| DISPLAYTESTS | Display Test Scores | 16-FEB-2004 | ☐ |
| ENTERGRADES | Enter Roster Grades | 21-MAY-1999 | ☑ |
| TRANSCRIPT | Transcript Request | 23-MAY-1999 | ☑ |

## Steps

Follow these steps to create a process.

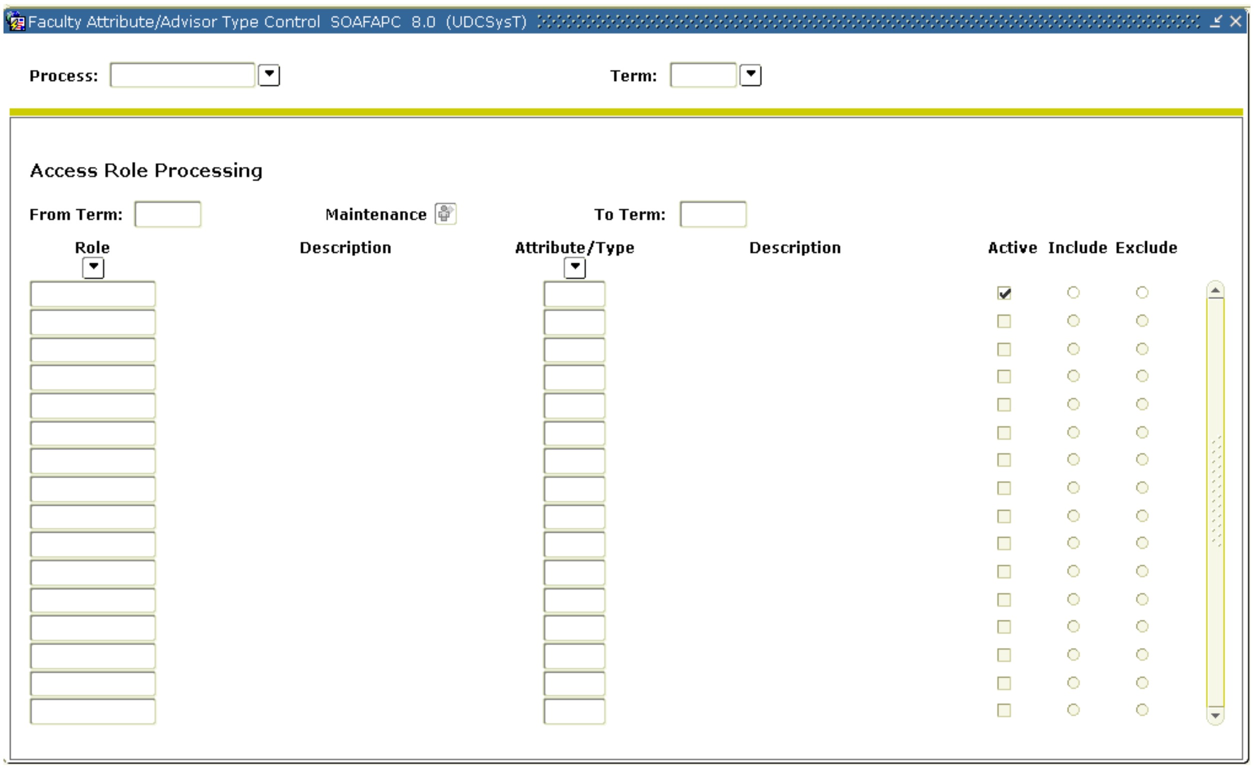
6. Access the Process Control Code Validation Form (STVPROC).
7. Enter *COMPLIANCE* in the **Code** field.
8. Enter *Compliance Request* in the **Description** field.
9. Click the **Save** icon.

# Faculty Attribute/Advisor Type Control

## Purpose

The Faculty Attribute/Advisor Type Control Form (SOAFAPC) is used to assign roles, faculty attributes, and advisor types to processes used to control access to generating and viewing degree evaluations, viewing academic transcripts, entering grades in the electronic gradebook, and viewing grades in the electronic gradebook.

## Banner form




The steps used to create and maintain this form are shown in several chapters throughout this workbook. Please see these chapters in the Set Up section:

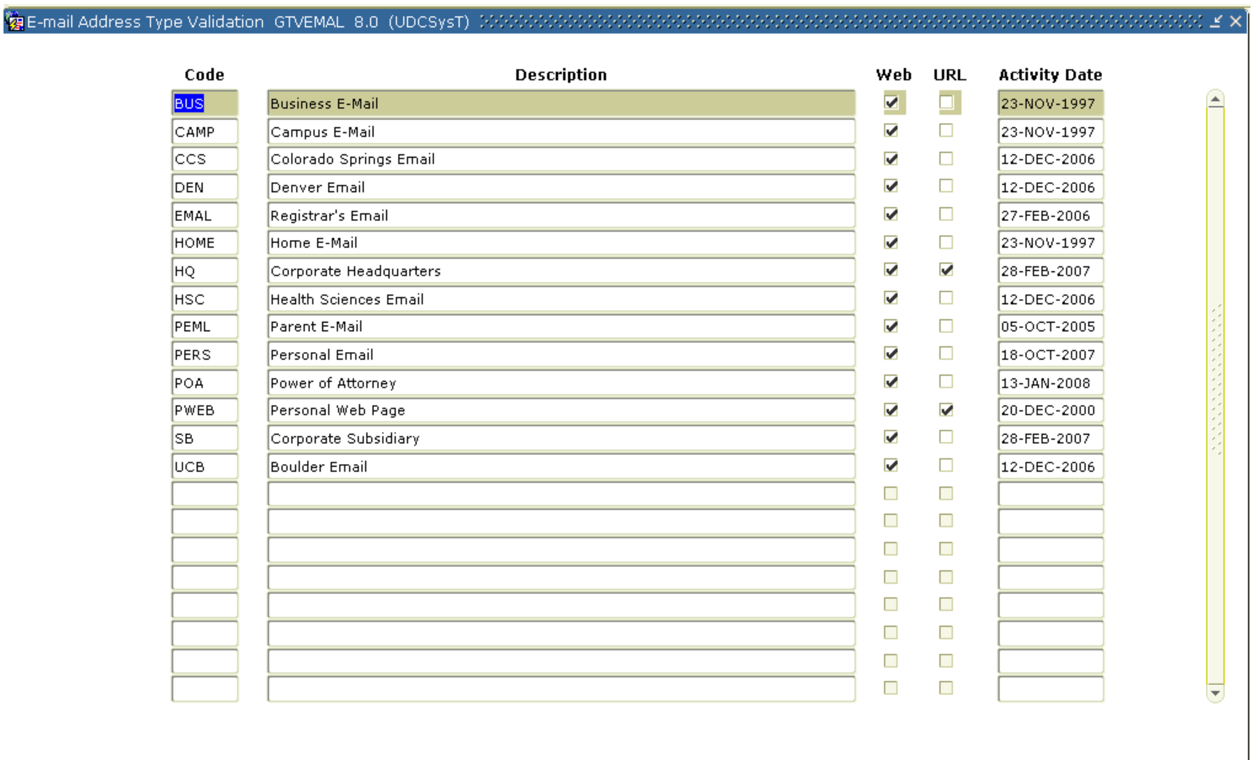
- “Assign Role-Based Security Based on Faculty Attributes for Faculty”
- “Viewing Transcripts and Grades in the Electronic Gradebook”

# E-mail Address Type Validation

## Purpose

The E-mail Address Type Validation Form (GTVEMAL) is used to define and Web-enable e-mail address type codes.  These codes can be used by WebCAPP and can be enabled for faculty and advisors to update their own e-mail addresses in their personal information..

## Banner form


E-mail Address Type Validation GTVEMAL 8.0 (UDCSysT)

| Code | Description | Web | URL | Activity Date |
|---|---|---|---|---|
| BUS | Business E-Mail | ☑ | ☐ | 23-NOV-1997 |
| CAMP | Campus E-Mail | ☑ | ☐ | 23-NOV-1997 |
| CCS | Colorado Springs Email | ☑ | ☐ | 12-DEC-2006 |
| DEN | Denver Email | ☑ | ☐ | 12-DEC-2006 |
| EMAL | Registrar's Email | ☑ | ☐ | 27-FEB-2006 |
| HOME | Home E-Mail | ☑ | ☐ | 23-NOV-1997 |
| HQ | Corporate Headquarters | ☑ | ☑ | 28-FEB-2007 |
| HSC | Health Sciences Email | ☑ | ☐ | 12-DEC-2006 |
| PEML | Parent E-Mail | ☑ | ☐ | 05-OCT-2005 |
| PERS | Personal Email | ☑ | ☐ | 18-OCT-2007 |
| POA | Power of Attorney | ☑ | ☐ | 13-JAN-2008 |
| PWEB | Personal Web Page | ☑ | ☑ | 20-DEC-2000 |
| SB | Corporate Subsidiary | ☑ | ☐ | 28-FEB-2007 |
| UCB | Boulder Email | ☑ | ☐ | 12-DEC-2006 |

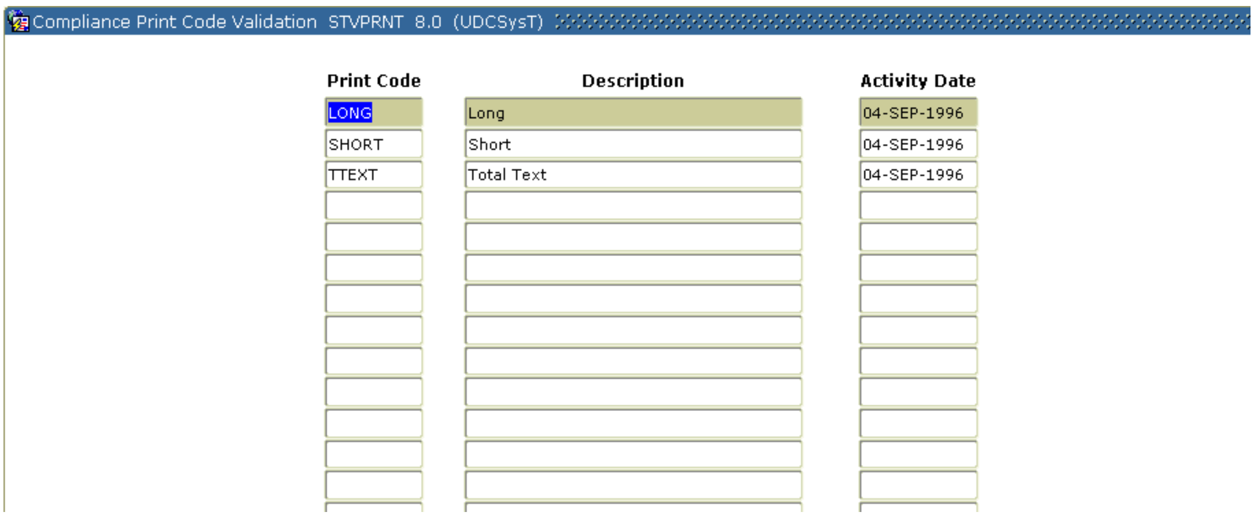
The steps to create and maintain an E-mail Address Type are shown in the chapter “Web-Enabling” in the Set Up section of this workbook, under the heading “Web-enabling E-mail Address Types.”

# Compliance Print Code Validation

## Purpose

The Compliance Print Code Validation Form (STVPRNT) is used to create print codes, such as *Met, Unmet*, *Total Text*, and so on. Print codes can be assigned to user-created text throughout various places in CAPP.

## Banner form



Compliance Print Code Validation STVPRNT 8.0 (UDCSysT)

| Print Code | Description | Activity Date |
|---|---|---|
| LONG | Long | 04-SEP-1996 |
| SHORT | Short | 04-SEP-1996 |
| TTEXT | Total Text | 04-SEP-1996 |

## Steps

Follow these steps to create, delete or modify a print code for Compliance checking.

1. Access the Compliance Print Code Validation Form (STVPRNT)
2. If creating a new code, select **Insert Record**. Otherwise, skip to step 4.
3. Enter the code for the type of compliance print output in the **Print Code** field.
4. If creating or modifying a Compliance Print Code, enter a description for the selected print code, otherwise skip to step 6.

   Note: Once the Print Code has been saved it cannot be edited, only the description field may be changed.
5. Skip to step 8.

6. Select the **Print Code** field for the code you want to delete.

7. Select **Remove Record**.

   Note: Once a Compliance Print Code has been used in a Compliance report, it cannot be deleted.

8. Click on the **Save** icon.

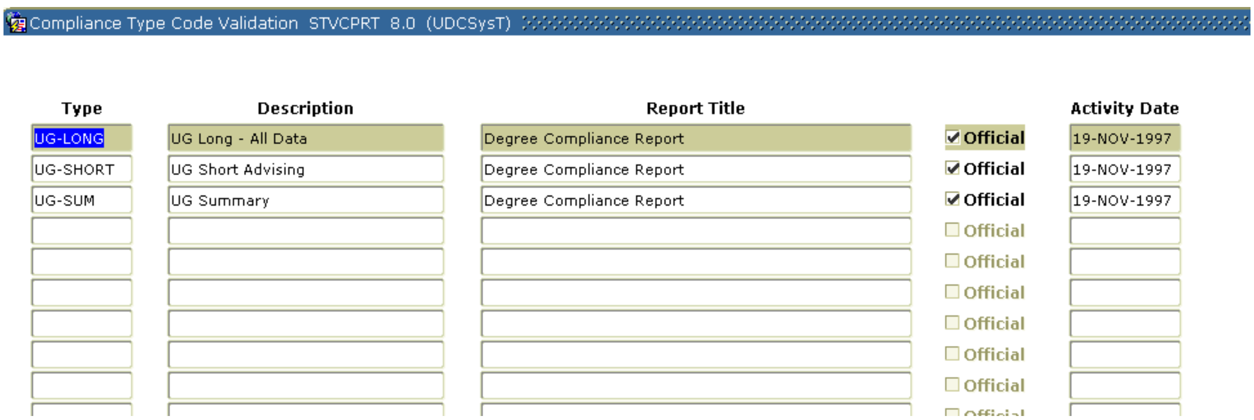
9. Click on the **Exit** icon.

# Compliance Type Validation

## Purpose

The Compliance Type Validation Form (STVCPRT) is used to create compliance type codes, such as *Advisor Report, Official Detail Report*, and so on.  Compliance types can be selected upon creating the request for generating a request.

## Banner form


Compliance Type Code Validation  STVCPRT  8.0  (UDCSysT)

| Type | Description | Report Title | | Activity Date |
|---|---|---|---|---|
| UG-LONG | UG Long - All Data | Degree Compliance Report | ☑ Official | 19-NOV-1997 |
| UG-SHORT | UG Short Advising | Degree Compliance Report | ☑ Official | 19-NOV-1997 |
| UG-SUM | UG Summary | Degree Compliance Report | ☑ Official | 19-NOV-1997 |
| | | | ☐ Official | |
| | | | ☐ Official | |
| | | | ☐ Official | |
| | | | ☐ Official | |
| | | | ☐ Official | |
| | | | ☐ Official | |

## Steps

Follow these steps to create, delete or modify compliance type codes.

1. Access the Compliance Type Code Validation form.

2. If you are creating a new Compliance Type Code, select **Insert Record**. Otherwise, skip to step 4.

3. Enter the code for the compliance output report type.

4. If you are creating a new code or updating an existing code, enter a brief description.  Otherwise, to delete a type code, skip to step 9.

   Note:  Once the type code has been saved, the type code field cannot be edited.

5. Enter or modify the title of the report to be printed on hardcopy compliance output into the **Report Title** field.

6. Select the **Official** checkbox if the compliance output report is official.

7. Observe the **Activity Date** field. This field shows the date this record was last updated, and is for display only.

8. Skip to Step 11.

9. Select the **Type** field for the compliance output report type you want to delete

   Note: Once this Type Code has been used on any record in the system it cannot be deleted.

10. Select **Remove Record**.

11. Click on the **Save** icon.

12. Click on the **Exit** icon.

# WebCAPP Rules

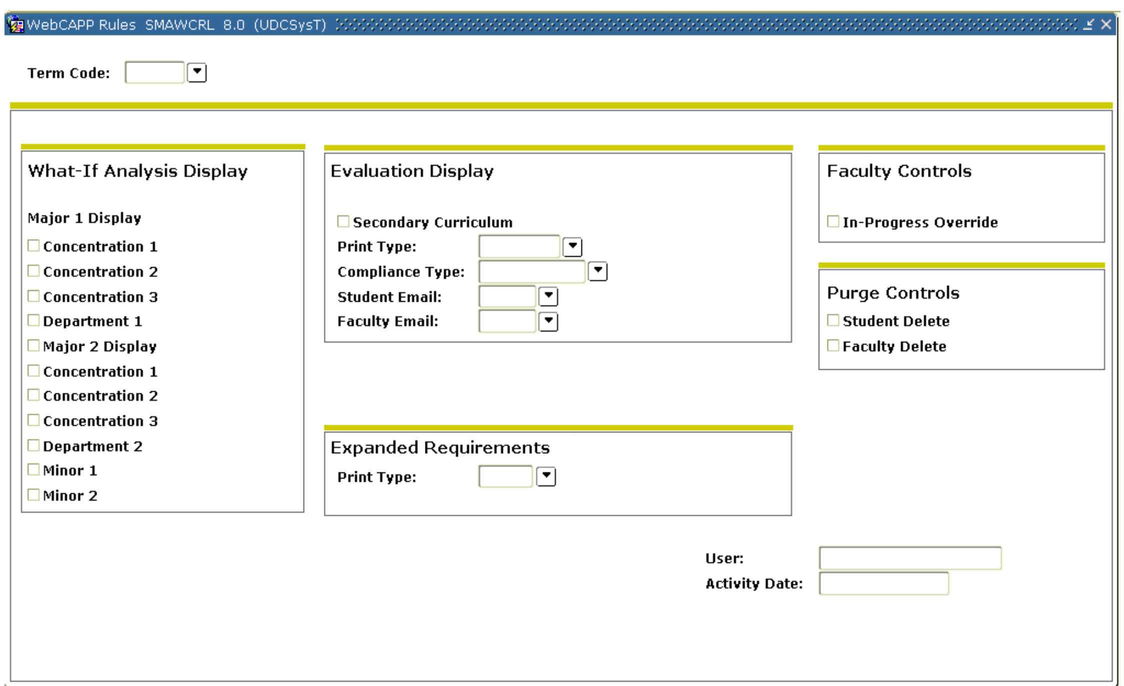
## Purpose

The WebCAPP Rules Form (SMAWCRL) is used to set up the controls for generating the degree evaluation when using Faculty Self Service.

The WebCAPP functionality controlled by this form includes the:

- What-If Analysis Display
- Evaluation Display
- Expanded Requirements
- Faculty Control
- Purge Controls

## Banner form




The steps for creating WebCAPP rules may be found in the "Setting Up Degree Compliance Processing" chapter in the Set Up section of this workbook.

# Compliance Default Codes Validation

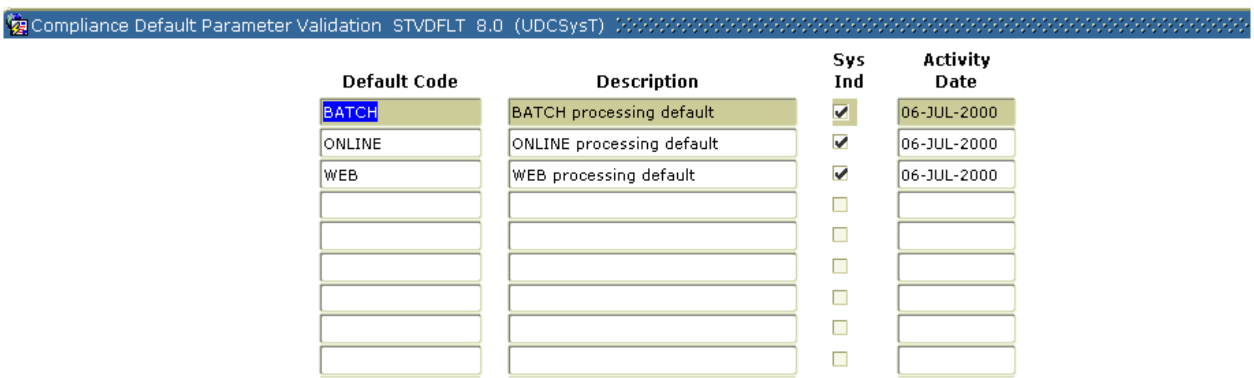
## Purpose

The Compliance Default Parameter Validation Form (STVDFLT) is used to define compliance parameter types use as optional default values when  generating compliances through the batch process, Faculty & Advisor Self Service, Student Self-Service, and on-line.

These values are required in Banner Student for generating requests:

- BATCH
- ONLINE
- WEB

## Banner form


Compliance Default Parameter Validation  STVDFLT  8.0  (UDCSysT)

| Default Code | Description | Sys Ind | Activity Date |
|---|---|---|---|
| BATCH | BATCH processing default | ☑ | 06-JUL-2000 |
| ONLINE | ONLINE processing default | ☑ | 06-JUL-2000 |
| WEB | WEB processing default | ☑ | 06-JUL-2000 |

## Steps

Follow these steps to define compliance parameter types use as optional default values when  generating compliances.

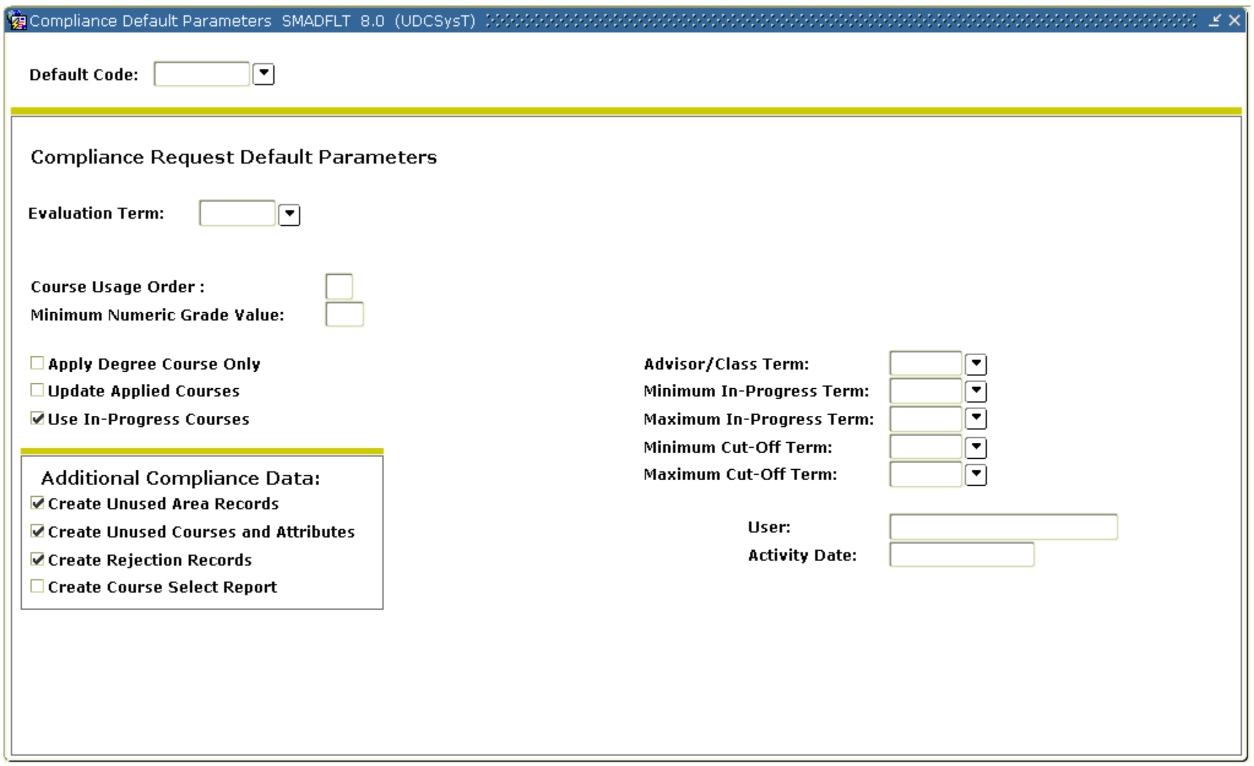
13. Access the Compliance Default Parameter Validation Form (STVDFLT).
14. Enter *WEB* in the **Code** field.
15. Enter *WEB processing default* in the **Description** field.
16. Click the **Save** icon.
17. Click the **Exit** icon.

# Compliance Default Parameters

## Purpose

The Compliance Default Parameters Form (SMADFLT) is used to define the default values for use in running compliance in the batch, Faculty & Advisor Self Service, Student Self-Service, and on-line.

## Banner form



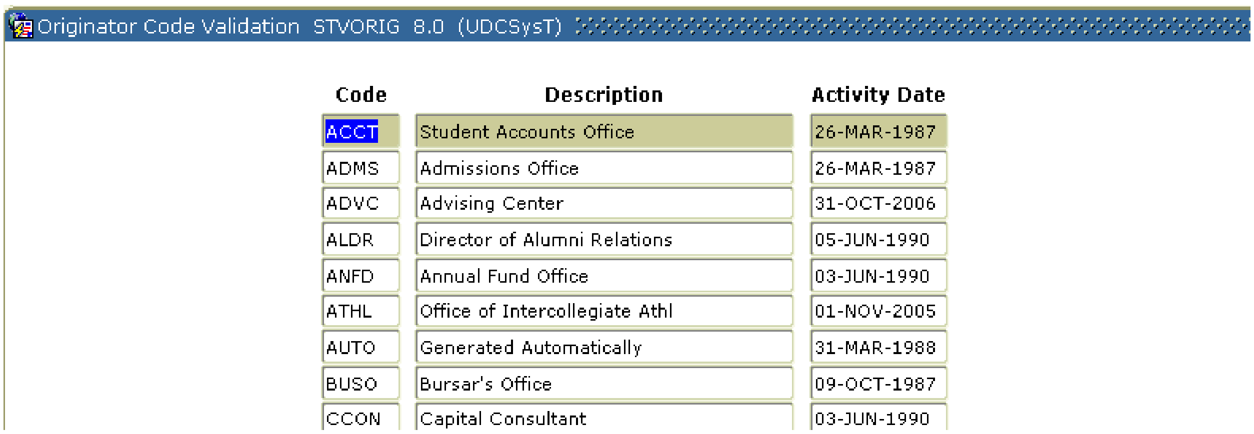

The steps to set up the Compliance Default Parameters are found in the “Setting Up Degree Compliance Processing for Faculty and Advisors” chapter of the Set Up section in this workbook.

# Originator Code Validation

## Purpose

Originator Code Validation Form (STVORIG). Use this form to create, update, insert, and delete originator codes (e.g., *Student Accounts Office*, *Bursar's Office*, *Dean of Students*, etc.). The value *AUTO,* for Generated Automatically, is a system-required value on this form.

## Banner form


Originator Code Validation STVORIG 8.0 (UDCSysT)

| Code | Description | Activity Date |
|---|---|---|
| ACCT | Student Accounts Office | 26-MAR-1987 |
| ADMS | Admissions Office | 26-MAR-1987 |
| ADVC | Advising Center | 31-OCT-2006 |
| ALDR | Director of Alumni Relations | 05-JUN-1990 |
| ANFD | Annual Fund Office | 03-JUN-1990 |
| ATHL | Office of Intercollegiate Athl | 01-NOV-2005 |
| AUTO | Generated Automatically | 31-MAR-1988 |
| BUSO | Bursar's Office | 09-OCT-1987 |
| CCON | Capital Consultant | 03-JUN-1990 |

## Steps

Use the following steps to create or modify an originator code.

1. Access the Originator Code Validation Form (STVORIG).
2. If you are creating a new originator code, select **Insert Record**. Otherwise, skip to step 4.
3. Enter the originator code into the **Code** field.
4. If you are creating a new code or updating an existing code, enter a brief description. Otherwise, to delete an originator code, skip to step 7.

   Note: Once the originator code has been saved, the originator code field cannot be edited.

5. Observe the **Activity Date** field.  This field shows the date this record was last updated, and is for display only.

6. Skip to Step 9.

7. Select the **Code** field for the originator code you want to delete

   Note:  Once this originator code has been used on any record in the system it cannot be deleted.

8. Select **Remove Record**.

9. Click on the **Save** icon.

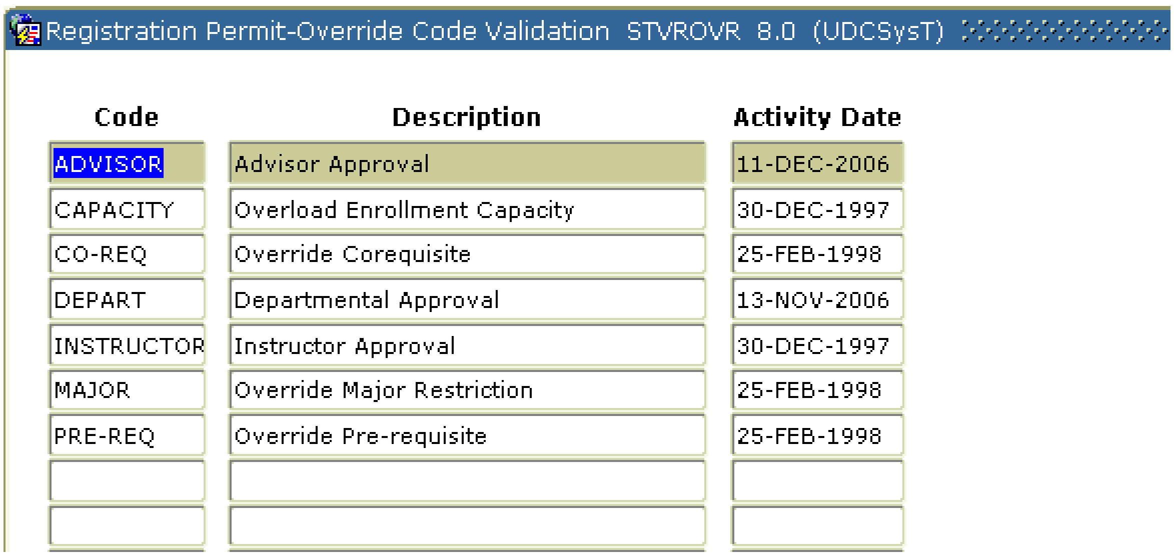
10. Click on the **Exit** icon.

# Registration Permit-Override Code Validation

## Purpose

The Registration Permit-Override Code Validation Form (STVROVR) is used to define and maintain codes for assigning registration permits or overrides to individual students.  Some examples are Degree, Level, Pre-requisite, or Special Approval.  These will be used with the Registration Permit-Overrides Control Form (SFAROVR).

## Banner form



Registration Permit-Override Code Validation  STVROVR  8.0  (UDCSysT)

| Code | Description | Activity Date |
|---|---|---|
| ADVISOR | Advisor Approval | 11-DEC-2006 |
| CAPACITY | Overload Enrollment Capacity | 30-DEC-1997 |
| CO-REQ | Override Corequisite | 25-FEB-1998 |
| DEPART | Departmental Approval | 13-NOV-2006 |
| INSTRUCTOR | Instructor Approval | 30-DEC-1997 |
| MAJOR | Override Major Restriction | 25-FEB-1998 |
| PRE-REQ | Override Pre-requisite | 25-FEB-1998 |

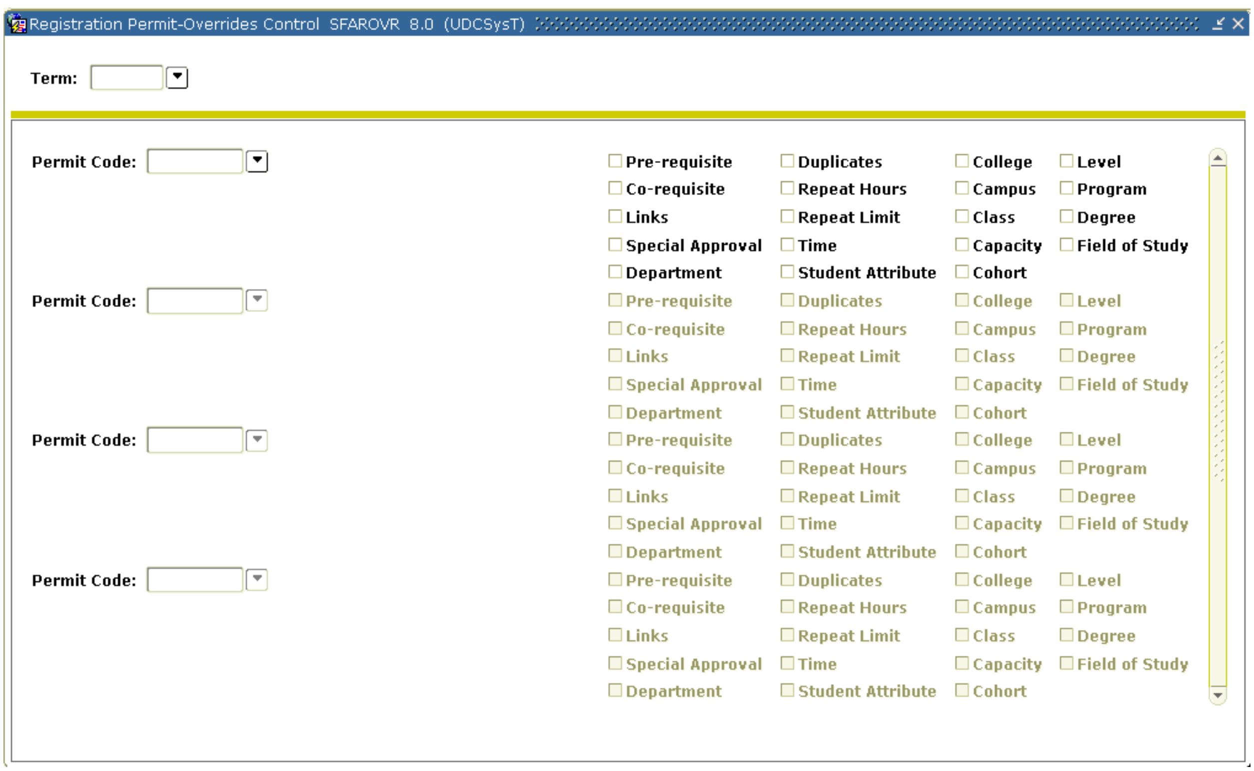
The steps to create or maintain a registration permit-override code may be found in the chapter "Creating and Defining a Permit/Override Code" in the Set Up section of this workbook.

# Registration Permit-Overrides Control

## Purpose

The Registration Permit-Overrides Control Form (SFAROVR) is used to define the codes for assigning registration permits or overrides to individual students. These codes are defined by effective term, which allows the end user to change the definition of a code over time and to create define new codes. Faculty will be able to assign these codes to student for their sections using Faculty Self Service.

## Banner form




The steps needed to define Registration Permit-Override rules are found in the chapter “Creating and Defining a Permit/Override Code” in the Set Up section of this workbook.

# Course Registration Status Code Validation

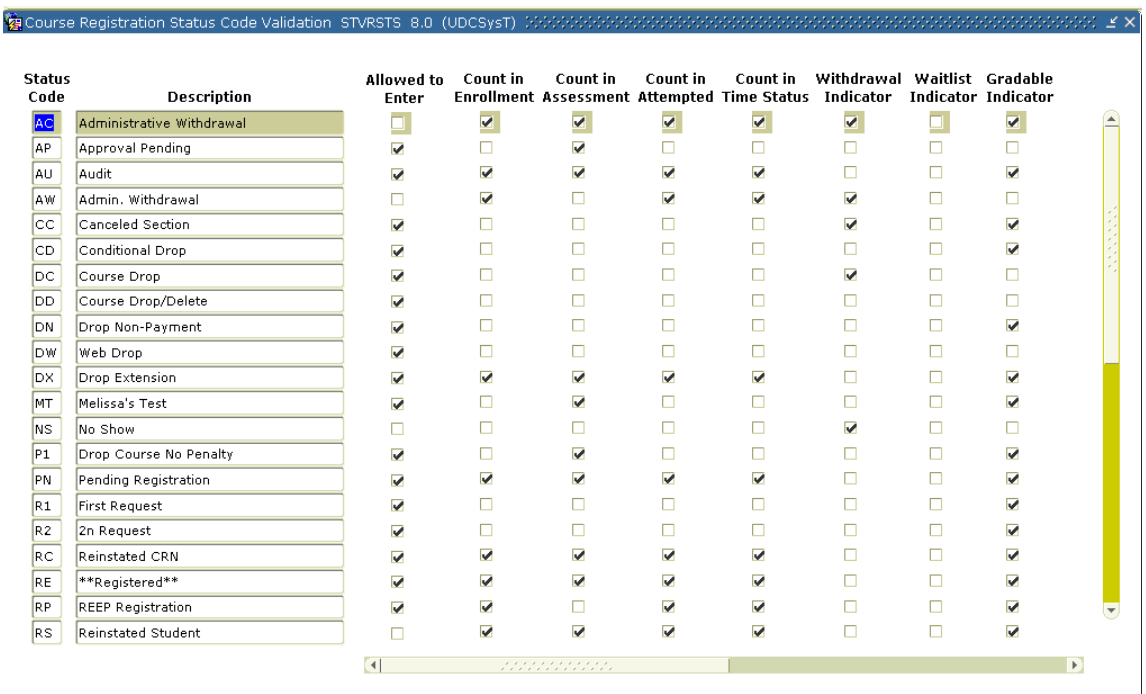
## Purpose

The Course Registration Status Code Validation Form (STVRSTS) is used to maintain codes, descriptions, and basic processing rules for statuses that will describe a person's registration in each section. Other forms use this form to validate course registration statuses.

The user can set the switches to determine what the various status codes allow (i.e., count in enrollment, place on waitlist, whether the course is gradable, etc.). The user may also specify an automatic grade that will be placed on the student's registration record when the status is entered. For example, a Course Registration Status of WF, withdraw failing, can automatically place a W on the student registration record.

Note: Use the **Web Indicator** checkbox to make a code available on the web. You will need to use the scroll bar at the bottom of the page to scroll to the right to see this field.

## Banner form


Course Registration Status Code Validation STVRSTS 8.0 (UDCSysT)

| Status Code | Description | Allowed to Enter | Count in Enrollment | Count in Assessment | Count in Attempted | Count in Time Status | Withdrawal Indicator | Waitlist Indicator | Gradable Indicator |
|---|---|---|---|---|---|---|---|---|---|
| AC | Administrative Withdrawal | ☐ | ☑ | ☑ | ☑ | ☑ | ☑ | ☐ | ☑ |
| AP | Approval Pending | ☑ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ |
| AU | Audit | ☑ | ☑ | ☑ | ☑ | ☑ | ☐ | ☐ | ☑ |
| AW | Admin. Withdrawal | ☐ | ☑ | ☐ | ☑ | ☑ | ☑ | ☐ | ☐ |
| CC | Canceled Section | ☑ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☑ |
| CD | Conditional Drop | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ |
| DC | Course Drop | ☑ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ |
| DD | Course Drop/Delete | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| DN | Drop Non-Payment | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ |
| DW | Web Drop | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| DX | Drop Extension | ☑ | ☑ | ☑ | ☑ | ☑ | ☐ | ☐ | ☑ |
| MT | Melissa's Test | ☑ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☑ |
| NS | No Show | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ |
| P1 | Drop Course No Penalty | ☑ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☑ |
| PN | Pending Registration | ☑ | ☑ | ☑ | ☑ | ☑ | ☐ | ☐ | ☑ |
| R1 | First Request | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ |
| R2 | 2n Request | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ |
| RC | Reinstated CRN | ☑ | ☑ | ☑ | ☑ | ☑ | ☐ | ☐ | ☑ |
| RE | **Registered** | ☑ | ☑ | ☑ | ☑ | ☑ | ☐ | ☐ | ☑ |
| RP | REEP Registration | ☑ | ☑ | ☐ | ☑ | ☑ | ☐ | ☐ | ☑ |
| RS | Reinstated Student | ☐ | ☑ | ☑ | ☑ | ☑ | ☐ | ☐ | ☑ |

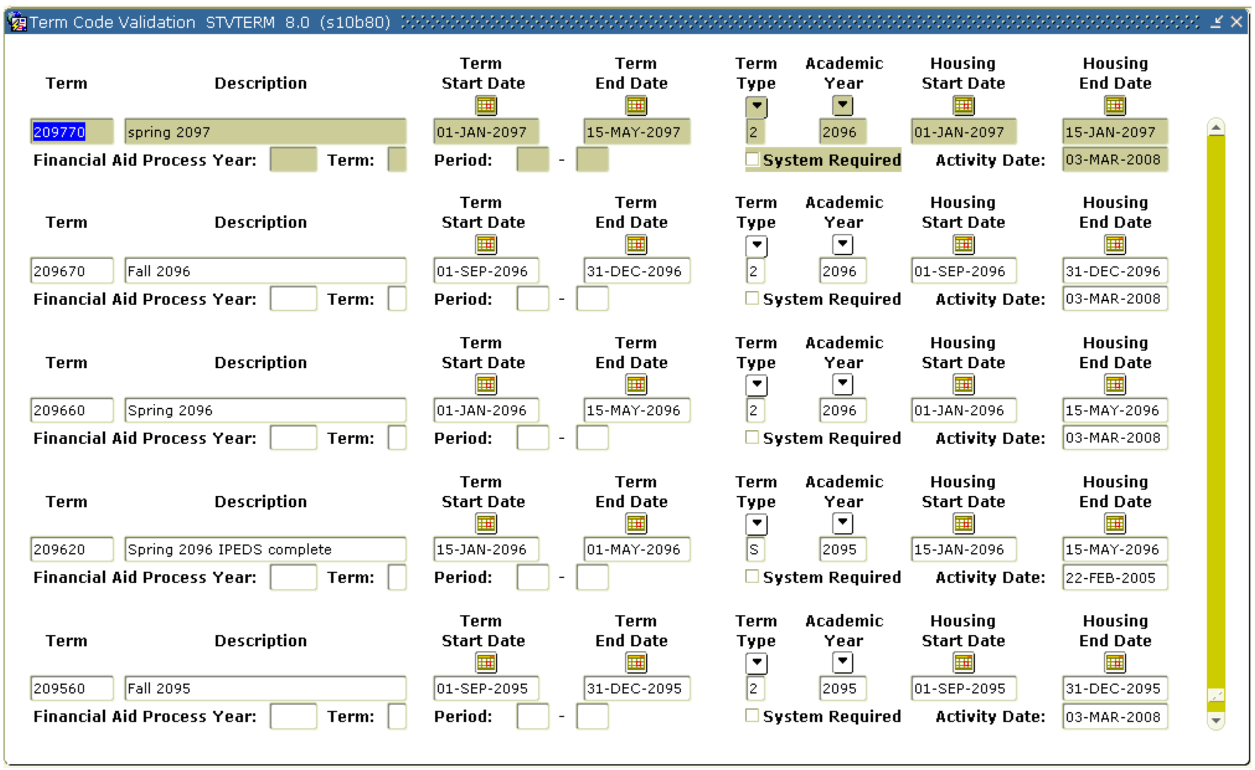
The steps to use the Course Registration Status Code Validation form with respect to Self-Service may be found in the chapter “Web-enabling” in the Set Up section of this workbook. A more detailed description of this form may be found in the Banner Student Course Catalog and Registration workbooks.

# Term Code Validation

## Purpose

The Term Code Validation Form (STVTERM) is used to create and maintain term codes. Forms throughout the Student System use this form to validate the term codes.

## Banner form


Term Code Validation STVTERM 8.0 (s10b80)

| Term | Description | Term Start Date | Term End Date | Term Type | Academic Year | Housing Start Date | Housing End Date | Financial Aid Process Year | Term | Period | System Required | Activity Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 209770 | spring 2097 | 01-JAN-2097 | 15-MAY-2097 | 2 | 2096 | 01-JAN-2097 | 15-JAN-2097 | | | - | | 03-MAR-2008 |
| 209670 | Fall 2096 | 01-SEP-2096 | 31-DEC-2096 | 2 | 2096 | 01-SEP-2096 | 31-DEC-2096 | | | - | | 03-MAR-2008 |
| 209660 | Spring 2096 | 01-JAN-2096 | 15-MAY-2096 | 2 | 2096 | 01-JAN-2096 | 15-MAY-2096 | | | - | | 03-MAR-2008 |
| 209620 | Spring 2096 IPEDS complete | 15-JAN-2096 | 01-MAY-2096 | S | 2095 | 15-JAN-2096 | 15-MAY-2096 | | | - | | 22-FEB-2005 |
| 209560 | Fall 2095 | 01-SEP-2095 | 31-DEC-2095 | 2 | 2095 | 01-SEP-2095 | 31-DEC-2095 | | | - | | 03-MAR-2008 |

## Steps

Follow these steps to define a term.

1. Access the Term Code Validation Form (STVTERM).
2. If you are creating a new Term Code, select **Insert Record**. Otherwise, skip to step 4.
3. Enter the code for the new term in the **Term** field.
4. If you are creating a new term code or updating an existing term code, enter a brief description. Otherwise, to delete a term code, skip to step 18.

Note: Once the term code has been saved, the term code field cannot be edited.

5. Enter or modify the first date on which classes in this term meet into the **Term Start Date** field.

6. Enter or modify the last date on which classes in this term meet into the **Term End Date** field.

7. Enter type of session associated with this term code into the **Term Type** field.

   Note: This value will default from the Academic History Control Form (SHACTRL) and can be overridden.

8. Enter the code for the academic year to which this term code is assigned into the **Academic Year** field.

9. Enter the first date for housing, meal plan and phone assignments associated with this term into the **Housing Start Date** field.

10. Enter the last date for housing, meal plan and phone assignments associated with this term into the **Housing End Date** field.

11. Enter the code of the aid year with which this term is associated into the **Financial Aid Process Year** field.

12. Enter the code of the term for interfacing with a third-party financial aid system into the **Financial Aid Term** field, if applicable.

13. Enter the code of the beginning period for interfacing with a third-party financial aid system into the **Financial Aid Period (Beginning)** field, if applicable.

14. Enter the code of the ending period for interfacing with a third-party financial aid system into the **Financial Aid Period (Ending)** field, if applicable.

15. Observe the **System Required** checkbox.

    Note: Once this box is checked, it cannot be unchecked. If it is checked, the validation table record may not be deleted.

16. Observe the **Activity Date** field. This field shows the date this record was last updated, and is for display only.

17. Skip to Step 20.

18. Select the **Term** field for the term code you want to delete.

    Note: Once this Term Code has been used on any record in the system it cannot be deleted.

19. Select **Remove Record**.

20. Click on the **Save** icon.

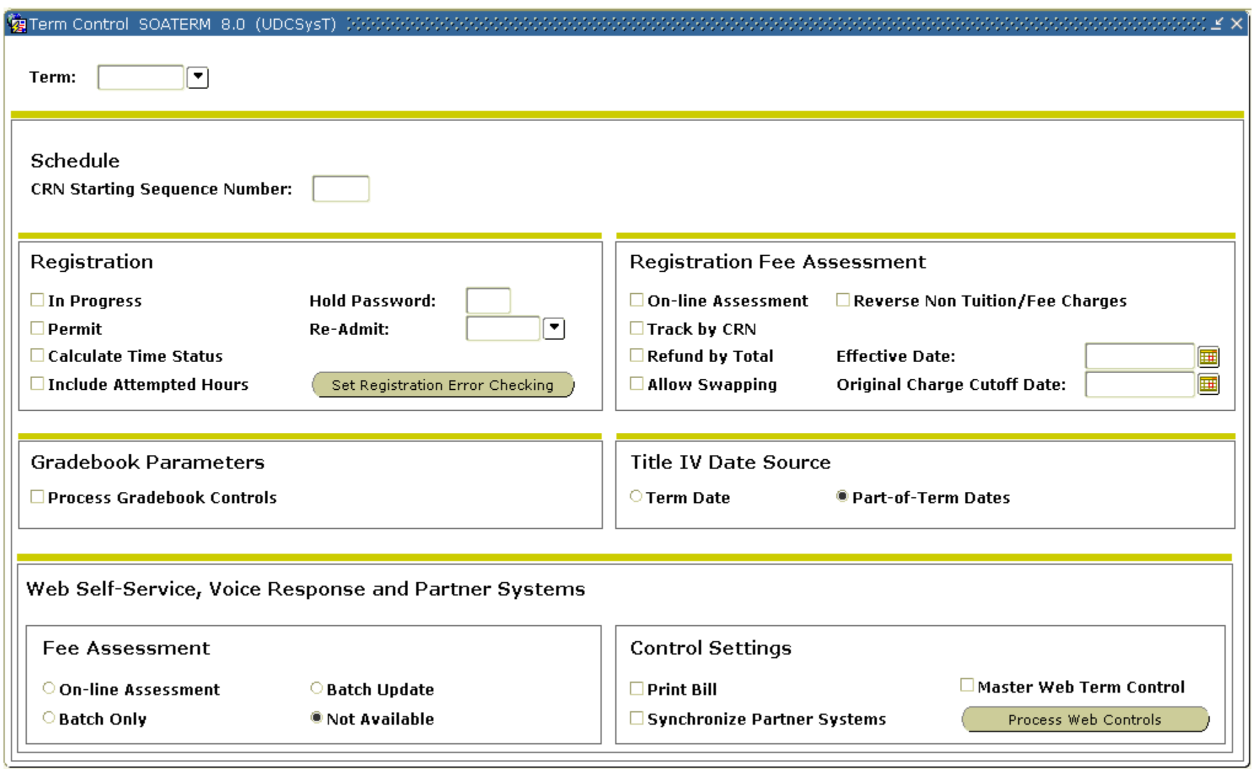
21. Click on the **Exit** icon.

# Term Control

## Purpose

The Term Control Form (SOATERM) is used to enable tuition and fee assessment for web registration; mid-term and final grade entry; the display of class and wait lists; the ability for faculty to override registration restrictions; allow faculty to register students or add/drop classes for students; allow the faculty to view the schedules; and the search controls for the schedule and the catalog for the term..

## Banner form




The steps needed for Term Control for self-service are detailed in these chapters of the Set Up section of this Workbook.

- "Working with Term and CRN Selection"
- "Web-enabling"
- "Allowing Mid-Term and Final Grade Entry"

- "Setting Up Degree Compliance Processing for Faculty and Advisors"

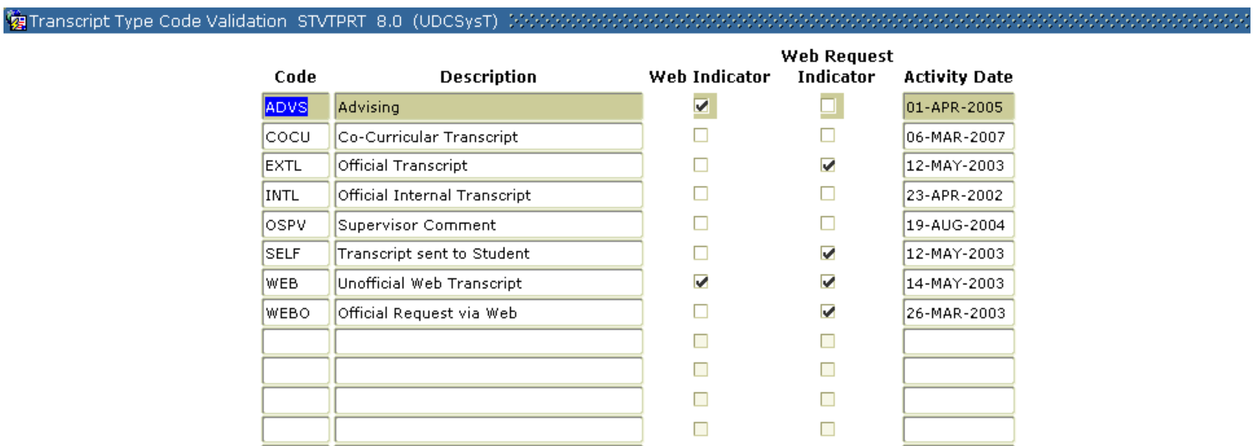
More details about the Term Control form may be found in the Banner Student Course Catalog and Banner Student Registration workbooks.

# Transcript Type Validation

## Purpose

The Transcript Type Validation Form (STVTPRT) is used to maintain codes for the types of transcripts (official, internal advising, etc.) which can be produced in Banner Student System processing.  This form is used by other forms to validate transcript type codes. Codes can be web-enabled on STVTPRT to allow users to view only certain transcript types on the web.

## Banner form


Transcript Type Code Validation  STVTPRT  8.0  (UDCSysT)

| Code | Description | Web Indicator | Web Request Indicator | Activity Date |
|---|---|---|---|---|
| ADVS | Advising | ☑ | ☐ | 01-APR-2005 |
| COCU | Co-Curricular Transcript | ☐ | ☐ | 06-MAR-2007 |
| EXTL | Official Transcript | ☐ | ☑ | 12-MAY-2003 |
| INTL | Official Internal Transcript | ☐ | ☐ | 23-APR-2002 |
| OSPV | Supervisor Comment | ☐ | ☐ | 19-AUG-2004 |
| SELF | Transcript sent to Student | ☐ | ☑ | 12-MAY-2003 |
| WEB | Unofficial Web Transcript | ☑ | ☑ | 14-MAY-2003 |
| WEBO | Official Request via Web | ☐ | ☑ | 26-MAR-2003 |

## Steps

Follow these steps to maintain transcript type codes.

1. Access the Transcript Type Code Validation Form (STVTPRT)

2. If you are creating a new Transcript Type Code, select **Insert Record**. Otherwise, skip to step 4.

3. Enter the code for the new transcript type in the **Code** field.

4. If you are creating a new transcript type code or updating an existing transcript type code, enter a brief description in the **Description** field.  Otherwise, to delete a transcript type code, skip to step 9.

Note: Once the transcript type code has been saved, the **Code** field cannot be edited.

5. Select the **Web Indicator** checkbox if this transcript type is to be displayed in Banner Web applications.

   Note: The setting on this checkbox defaults to unchecked for new records, but it can be changed at any time.

6. Select the **Web Request Indicator** checkbox if this transcript type can be used by learners when creating transcript requests via Banner Student Self-Service.

7. Observe the **Activity Date** field. This date is when the record was last updated, and is for display only.

8. Skip to step 11.

9. Select the **Code** field for the transcript type code you want to delete.

   Note: Once this Transcript Type Code has been used on any record in the system it cannot be deleted.

10. Select **Remove Record**.

11. Click on the **Save** icon.

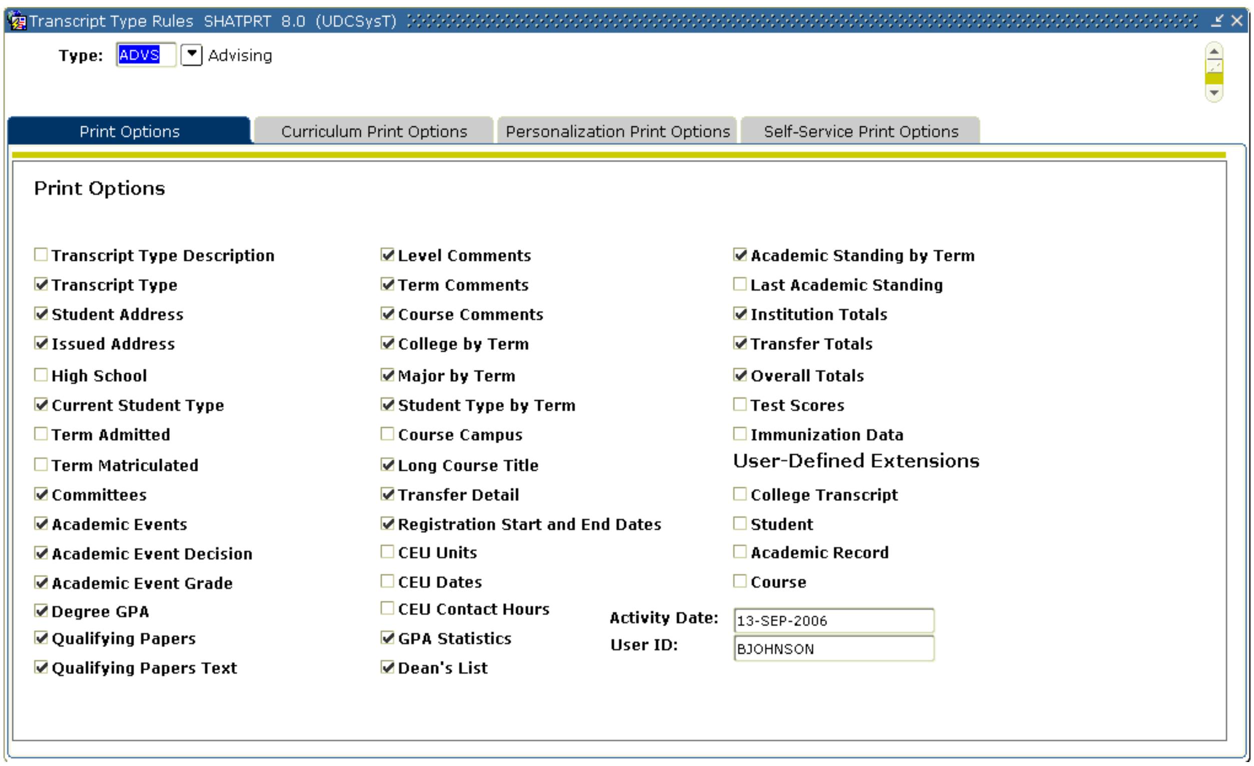
12. Click on the **Exit** icon.

# Transcript Type Rules

## Purpose

The Transcript Type Rules Form (SHATPRT) is used to define transcript types (official, internal advising, etc.) which can be produced in Banner Student System processing.

## Banner form




The steps required to create and update Transcript Type Rules may be found in the Banner Student Academic History workbook.  Please see that workbook for a detailed description of this form.

# Crosswalk Validation

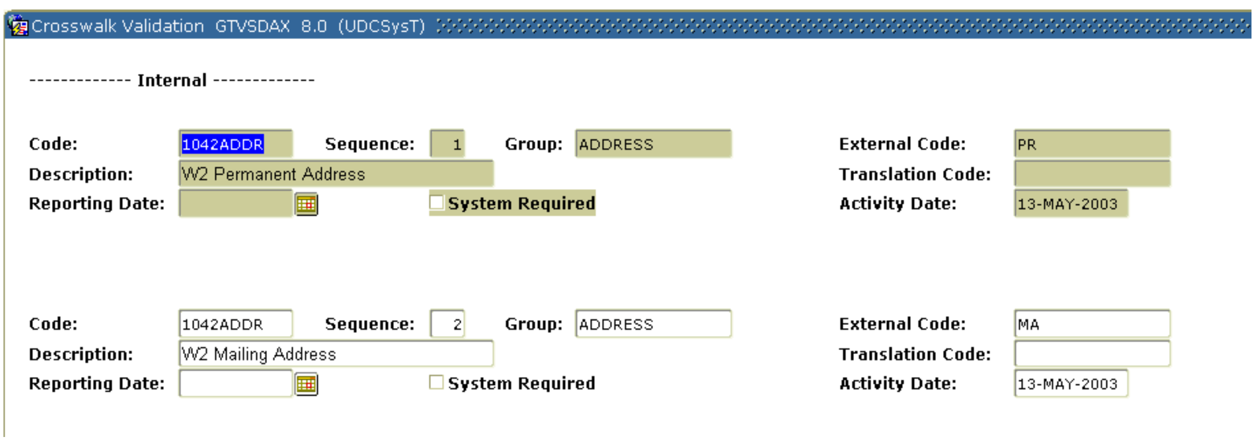
## Purpose

The Crosswalk Validation Form (GTVSDAX) is used to define records in the Crosswalk Table. Some of these records are used by the Registration Add/Drop process, which exists in Faculty Self-service and Student Self-service.

Uses specific to Faculty Self-Service include establishing faculty attributes and advisor type, checking for security processing, for grade display and entering, academic transcript viewing, and degree evaluation viewing and generating; whether to require student's PIN to register a student or to make changes to a student's registration; and to validate mid-term and final grade choices to the student's registered grade mode for the course.

Note: The person who enters your institution's specific GTVSDAX values should consult with the appropriate end users to determine how to set the values in the form. *Non-Yes/No entries should reflect the values used in validation tables by users at your institution.*

## Banner form




The steps to add validation codes to this form as they relate to Banner Faculty and Advisor Self-Service may be found in these chapters of the Set Up section in this workbook:

- "Allowing Faculty and Non-faculty Access"
- "Assigning Role-based Security Based on Faculty Attributes for Faculty"
- "Viewing Transcripts and Grades in the Electronic Gradebook"

# Web Display List Customization

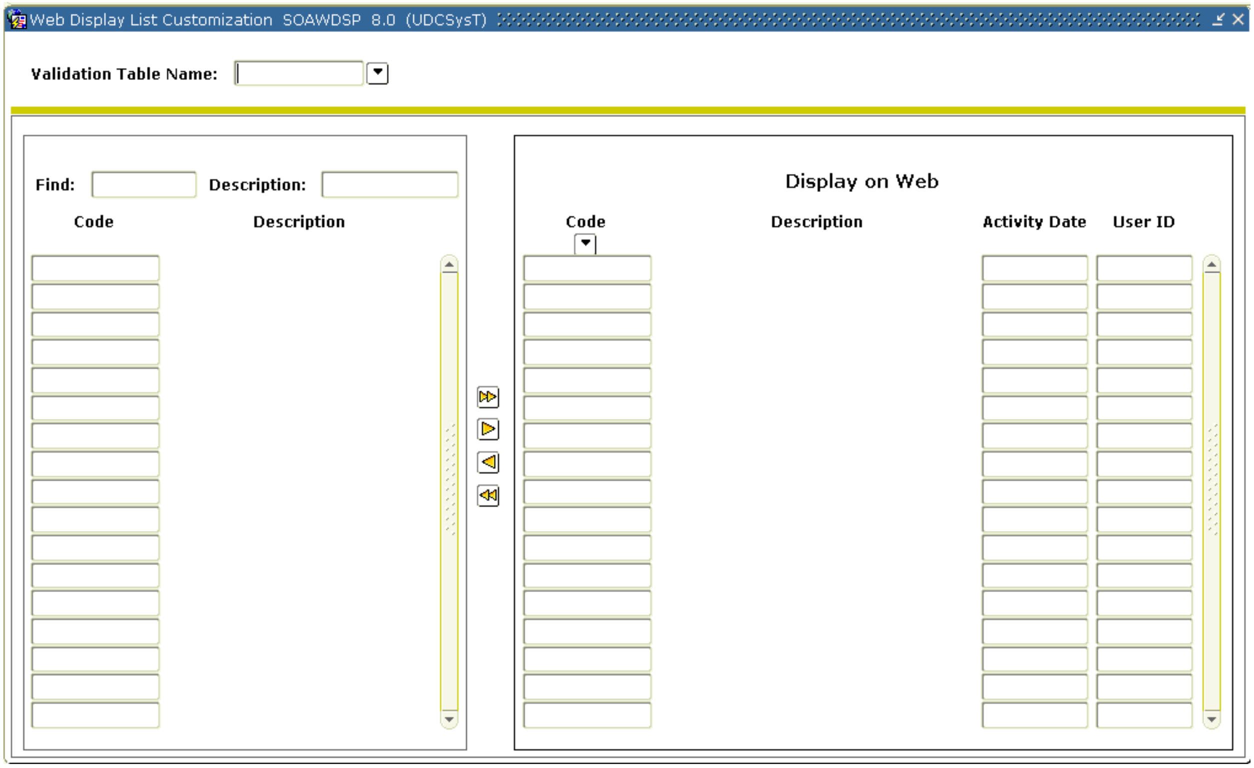
## Purpose

The Web Display List Customization Form (SOAWDSP) is used to define the validation form codes that can be displayed on the Web for section and catalog Web searches and do *not* have a Web indicator defined.

The validation tables are:

- Instructional Method Validation Table (GTVINSM)
- Attribute Validation Table (STVATTR)
- Campus Code Validation Table (STVCAMP)
- College Code Validation Table (STVCOLL)
- Department Code Validation Table (STVDEPT)
- Division Code Validation Table (STVDIVS)
- Level Code Validation Table (STVLEVL)
- Part of Term Code Validation Table (STVPTRM)
- Schedule Type Code Validation Table (STVSCHD)
- Session Code Validation Table (STVSESS)

## Banner form




## Steps

Follow these steps to customize web display for section and catalog web searches.

1. Access the Web Display List Customization (SOAWDSP).
2. Enter the seven letter validation table name for which you want to select codes for display on the Web into the **Validation Table Name** field.
3. Perform a **Next Block** function.

   Note: Codes that are already on the system for this validation table are displayed in the left side data block.

4. Select the **Insert All** icon () or a **Duplicate Record** function to move all the records that are displayed to the Display on Web list.
5. To move only one, or a few records, select the record(s) you wish to move and click on the **Insert Record** icon () or a **Duplicate Item** function.
6. To remove an item from the Display on Web section (right side of the data

block), select the record to be moved and click on the **Remove Selection** icon ( ).

7. To remove all items from the Display on Web part of the data block, click on the **Remove All** icon ( ).

   Note: You can also use drag and drop to move the records back and forth in Internet-native Banner.

8. Find the code(s) to be displayed on the web in the left hand data block by one of these methods:

   - Enter a known code into the **Find** field.

     Note: This is a defined code in the chosen validation table.

   - Use the **Description** field to query on a code description when you know the description but not the code itself.

     Note: This is the description associated with the defined code in the chosen validation table.

9. Items displayed in the Display on Web data block will be displayed on the web as choices for the indicated validation table.

| Fields | Descriptions |
|---|---|
| Display on Web **Code** | Code to be displayed on the web |
| Display on Web **Description** | Description associated with the code. |
| **Activity Date** | Date the record was created or last updated. Display only. |
| **User ID** | User ID of the person who created or last updated the record. Display only. |

10. Click on the **Save** icon.

11. Click on the **Exit** icon.

# Providing Access

## Background

All features in Faculty Self-Service are available in the secure area of the Web. This means that all faculty members and advisors must have a Banner ID and a Personal Identification Number (PIN).

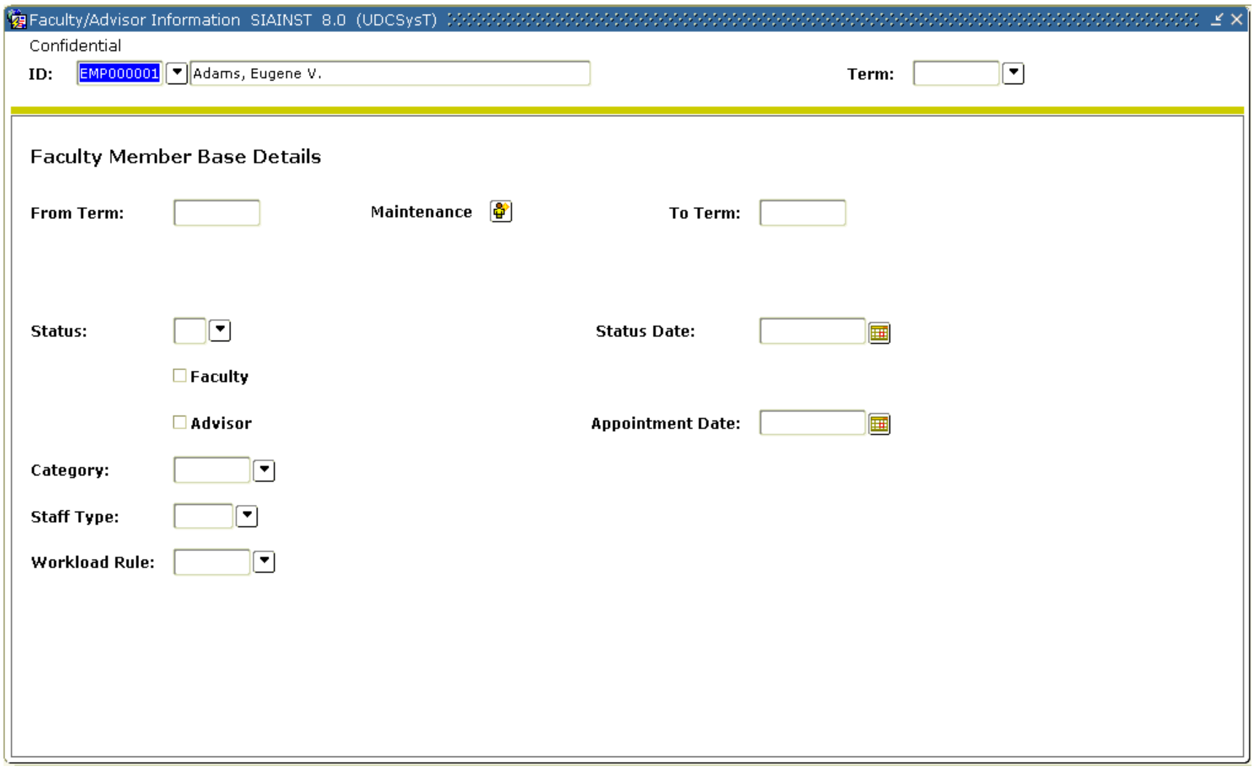
Faculty members and advisors also must be defined as active for the selected term on the Faculty Information Form (SIAINST).

You can establish PINs in a few different ways. For instance, your institution can develop a custom script to create PINs. Alternatively, you can use a Banner General report, the PIN Creation Process (GURTPAC), to generate PINs and their associated detail. This report creates a PIN for each member of a population by using a pre-defined population selection. For information on creating a population selection or on using this report, see your Banner General materials.

Note: Pins must be six characters, but your institution can specify whether PINs are numeric or alphanumeric. This is done on the Enterprise PIN Preferences Form (GUAPPRF). For security purposes, access to this form may be limited to a few users.

## Banner form

The Faculty Information Form (SIAINST) is used to enter and maintain faculty information that changes over time. The keys to the form are the faculty member ID and the effective term for which the data is to be viewed or updated. SIAINST must be created for faculty members prior to them being available to teach a section or be assigned as an advisor. This form is term-based to maintain the information as it changes over time. You must have a record on this form in order to have Faculty or Advisor access to the Web.



## Creating a new faculty member

Follow these steps to create a new faculty member.

1. Create a new person on the Identification Form (SPAIDEN).
2. Enter the Banner ID for the person you created in Step 1in the **ID** field of the Faculty Information Form (SIAINST).
3. Enter a term in the **Term** field.
4. Perform a **Next Block** function.
5. Select a status code in the **Status** field.

   Note: You can change the date, if necessary.
6. Click the **Faculty** and/or **Advisor** checkbox(es) if necessary.
7. Perform a **Next Block** function to access the Faculty Attributes block.
8. Select a code in the **Category** field.
9. Select a code in the **Staff Type** field.
10. Select a code in the **Workload Rule** field.
11. Click the **Save** icon.
12. Perform a **Next Block** function to access the Faculty Contract block.
13. Select a type code in the **Type** field.
14. Select a rule code in the **Rule** field.
15. Click the **Home** checkbox.
16. Select a college code in the **College** field.
17. Select a department code in the **Department** field.
18. Enter a percentage in the **Percentage** field.
19. Perform a **Next Block** function to access the Faculty Attributes block.
20. Select a code in the **Code** field.

21. Enter comments as necessary in the **Faculty Comments** field.

22. Click the **Save** icon.

23. Click the **Exit** icon.

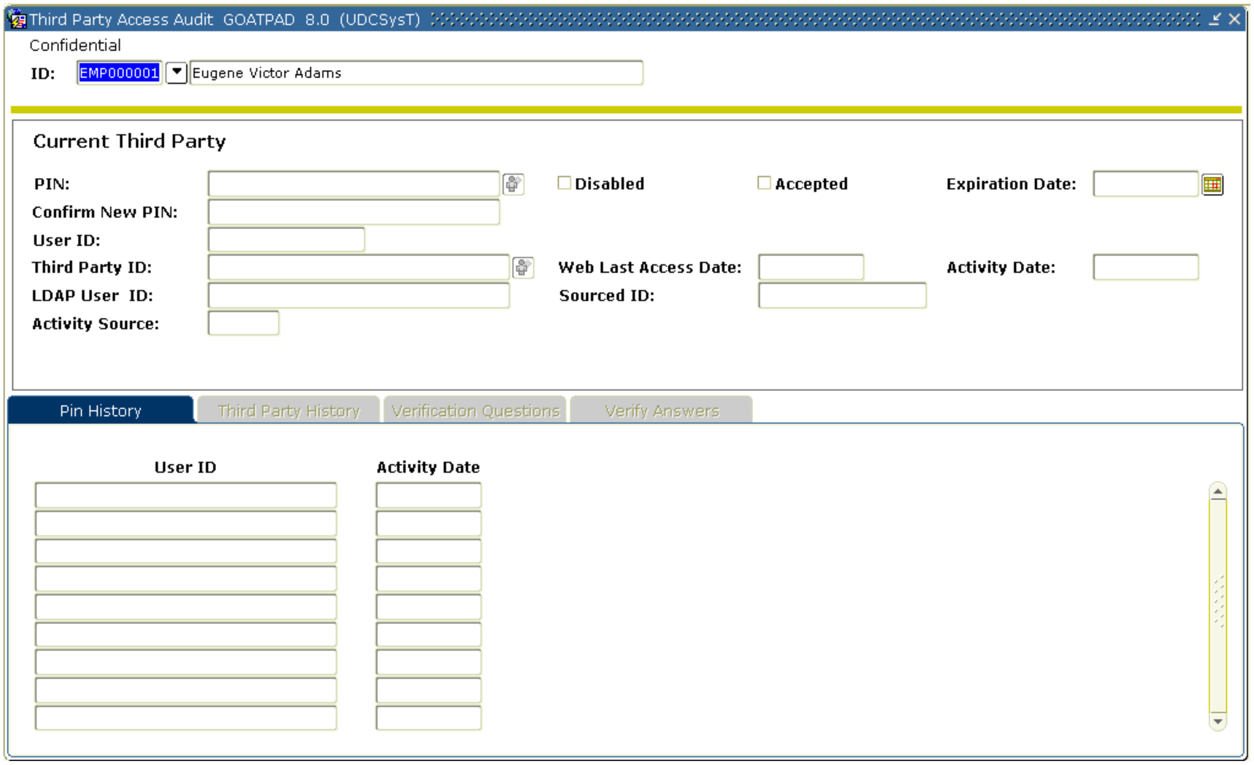
## Banner form

The Third Party Access Audit Form (GOATPAD) is used to define and maintain PINs and other user parameters for third party access products (including Self-Service). You can also view a history of PIN changes for the user.

In this course, we will use the Third Party Access Audit Form (GOATPAD).

Another form, the Third Party Access Form (GOATPAC), allows a Banner user to reset a Web user's PIN. This form does not display the actual PIN, so more Banner users will likely have access to it.

Note: You can also have the system create the pin when the faculty/advisor record is created.



## Providing access to the faculty member

Follow these steps to give the faculty member access to Faculty Self-Service.

1. Access the Third Party Access Audit Form (GOATPAD).

2. Enter the faculty member's Banner ID in **ID** field.

3. Perform a **Next Block** function to access the **Current Third Party Information** block.

4. Enter a PIN in the **PIN** field. Leave all other fields blank.

   Note: PIN will default to the person's birth date if it has been entered on SPAPERS, to the last 6 numbers of the person's SSN if the birth date has not been entered, or to the last 6 numbers of the person's Banner ID if neither the birth date nor the SSN has been entered. If you wish to change the PIN that has defaulted, you must enter a new 6-digit number.

5. Click the **Save** icon.

6. Open your Web browser and go to the Banner Self-Service homepage. Your instructor will provide you with the correct URL.

7. Click the **Enter Secure Area** link.

8. Enter your new faculty member's Banner ID in the **User ID** field and the PIN in the **PIN** field (depending on institution settings, these fields may be case-sensitive). Click the **Login** button.

   Note: The first time you enter the secure area of Banner Self-Service, your PIN will expire and prompt you to enter a new PIN. This protects the user's security. Enter your old PIN and a new PIN in the spaces provided and click the **Login** button.

9. Enter a login verification question and answer.

   Note: This question and answer will be entered into GOATPAD. When faculty members forget their PINS, they can click the **Forgot PIN?** button on the initial login page, and then enter the answer to the verification question. From there, they can enter a new PIN.

10. Faculty members need to respond to these prompts only when the **PIN Hint Question** and **PIN Hint Response** fields on GOATPAD are blank.

11. If you see the Terms of Usage page, click the **Continue** button. When you click it, the **Accepted** checkbox on GOATPAD is automatically selected.

    Note: Whether or not this page is displayed the first time a user logs in is determined by the **Display Usage Page** checkbox on WebTailor's Customize Web Rules page. If the box is selected, all users of any Banner Self Service product must accept the terms of usage before they may log in.

12. You should now see the Main Menu, which should contain a submenu for Faculty and Advisors as well as a submenu for Personal Information.

    Note: The options displayed on the Main Menu change depending on what records the user has in Banner. If the user is a Faculty member and a Student, they will see a Faculty and Advisors sub menu as well as a submenu for Personal Information and a submenu for Student.

13. Click the [**X**] Close icon to close the web page.

# Working with Term and CRN Selection

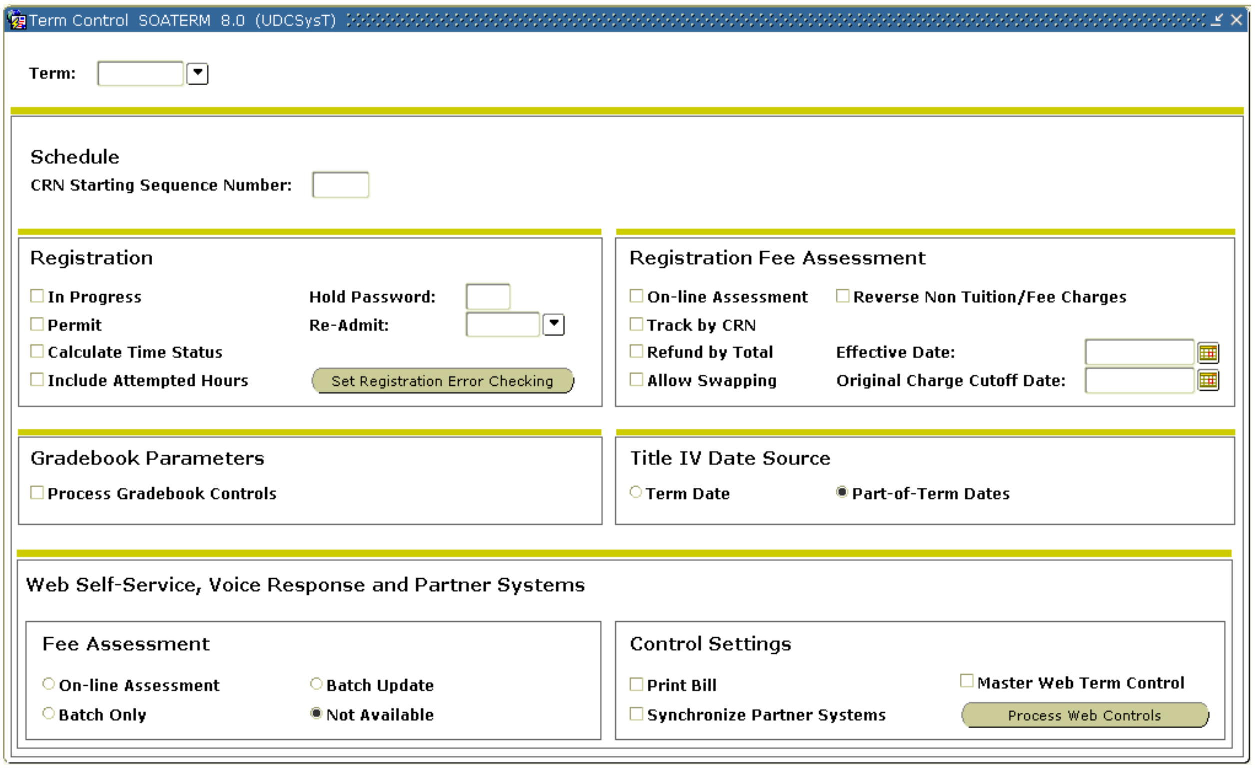
## Term selection

Before you can access any information related to a specific term, you must select that term. Once you select a term in Faculty Self-Service, it remains "active" until you select another term.

## Banner form

The Term Control Form (SOATERM) is used to establish controls for fee assessment, registration error checking, part-of-term information, web registration dates, web registration options, catalog search criteria, schedule search criteria, and evaluation terms for WebCAPP for a specific term.  These controls affect Catalog, Schedule, Registration, WebCAPP, and Fee Assessment.

Note:  Terms must be initially created on the Term Code Validation Form (STVTERM).



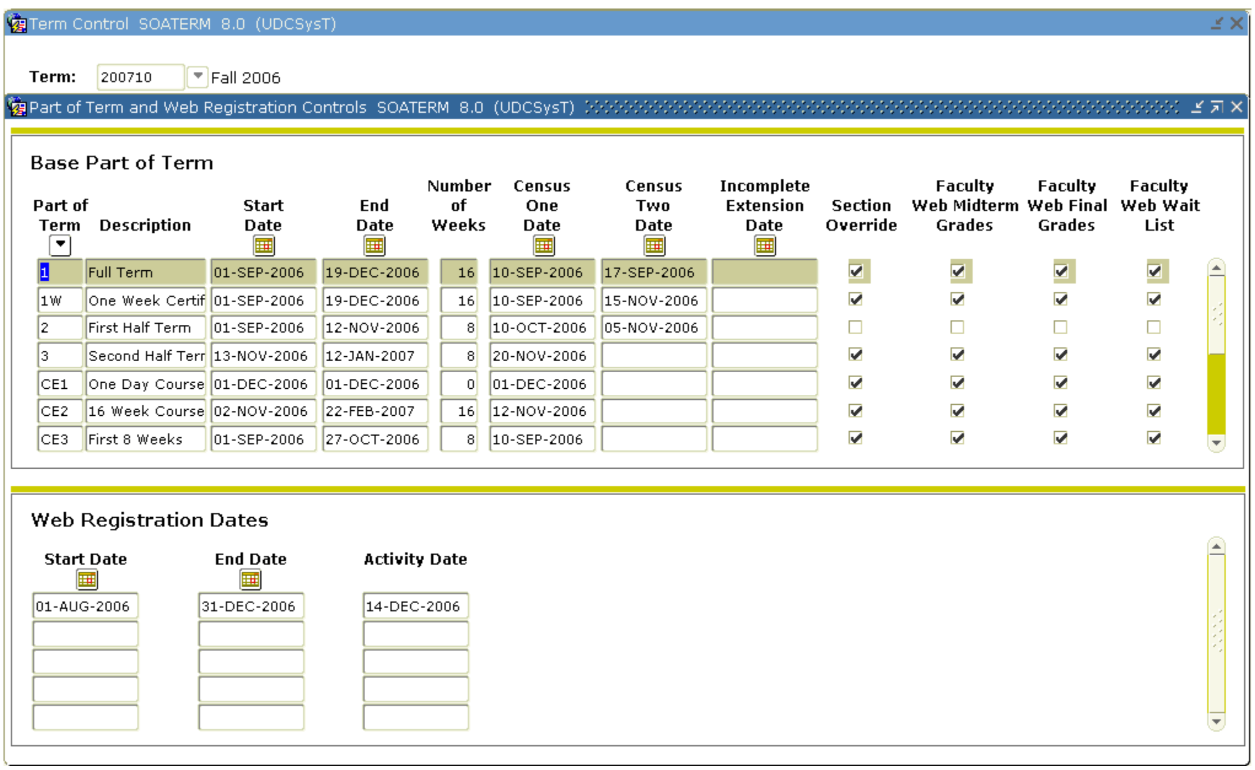
## Base Part of Term

In the Base Part of Term block:

- When you want to enable faculty to enter midterm grades for a specific part of term, select the **Mid Term Grades** checkbox.
- When you want to enable faculty to enter final grades for a specific part of term, select the **Final Grades** checkbox.
- When you want faculty class wait lists to be available for a specific part of term, select the **Wait List** checkbox.

In the Web Registration Dates block:

Define a start and end date for when you would like faculty and advisors to be able to use web registration. These dates control web registration for the entire term, not by part of term. You can have as many sets of web registration dates for the same term as you need.



Term Control SOATERM 8.0 (UDCSysT)

Term: 200710 Fall 2006

Part of Term and Web Registration Controls SOATERM 8.0 (UDCSysT)

Base Part of Term

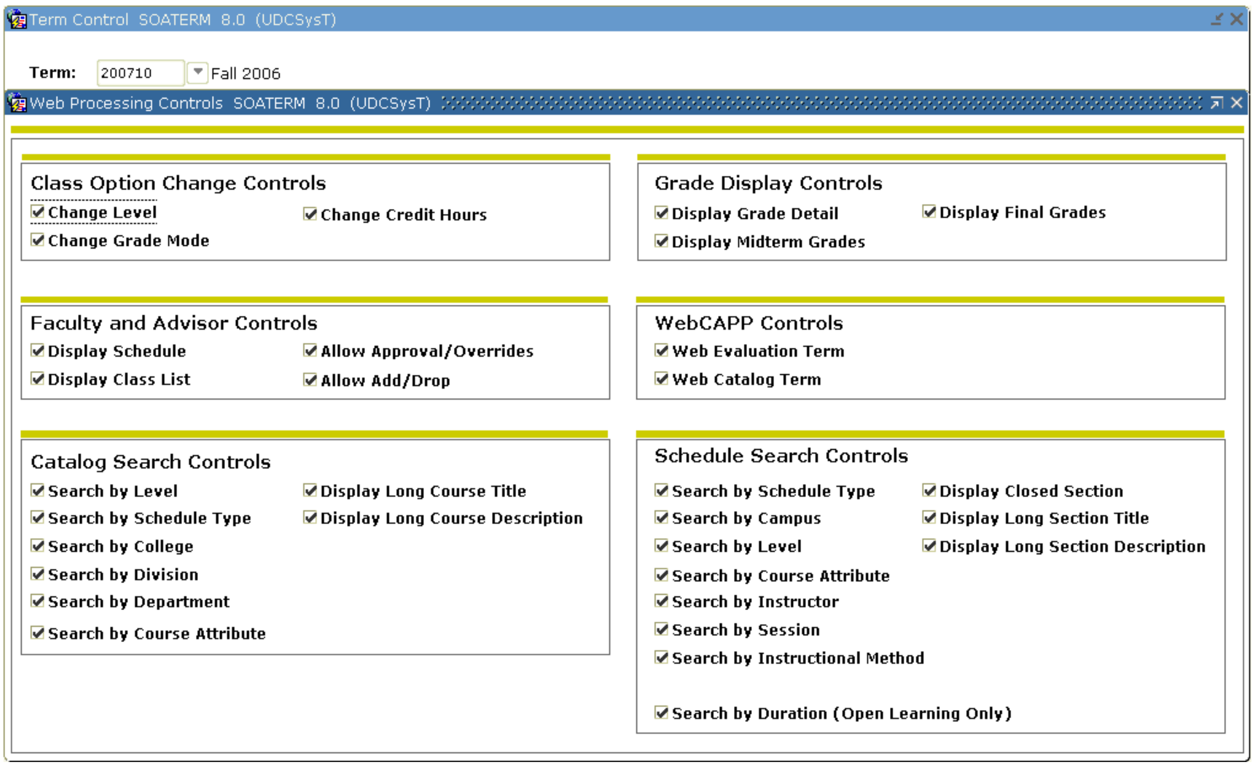
| Part of Term | Description | Start Date | End Date | Number of Weeks | Census One Date | Census Two Date | Incomplete Extension Date | Section Override | Faculty Web Midterm Grades | Faculty Web Final Grades | Faculty Web Wait List |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Full Term | 01-SEP-2006 | 19-DEC-2006 | 16 | 10-SEP-2006 | 17-SEP-2006 | | ☑ | ☑ | ☑ | ☑ |
| 1W | One Week Certif | 01-SEP-2006 | 19-DEC-2006 | 16 | 10-SEP-2006 | 15-NOV-2006 | | ☑ | ☑ | ☑ | ☑ |
| 2 | First Half Term | 01-SEP-2006 | 12-NOV-2006 | 8 | 10-OCT-2006 | 05-NOV-2006 | | ☐ | ☐ | ☐ | ☐ |
| 3 | Second Half Terr | 13-NOV-2006 | 12-JAN-2007 | 8 | 20-NOV-2006 | | | ☑ | ☑ | ☑ | ☑ |
| CE1 | One Day Course | 01-DEC-2006 | 01-DEC-2006 | 0 | 01-DEC-2006 | | | ☑ | ☑ | ☑ | ☑ |
| CE2 | 16 Week Course | 02-NOV-2006 | 22-FEB-2007 | 16 | 12-NOV-2006 | | | ☑ | ☑ | ☑ | ☑ |
| CE3 | First 8 Weeks | 01-SEP-2006 | 27-OCT-2006 | 8 | 10-SEP-2006 | | | ☑ | ☑ | ☑ | ☑ |

Web Registration Dates

| Start Date | End Date | Activity Date |
|---|---|---|
| 01-AUG-2006 | 31-DEC-2006 | 14-DEC-2006 |

## Web Processing Controls

In order for a term to appear in Faculty Self-Service, it must be web-enabled.  To web-enable a term, select at least one checkbox in the Faculty & Advisor Controls section of the Web Processing Controls block of SOATERM.  In addition, if you haven't checked the **Master Web Term Control** checkbox on the first block of SOATERM, the term will not be enabled.



## CRN selection

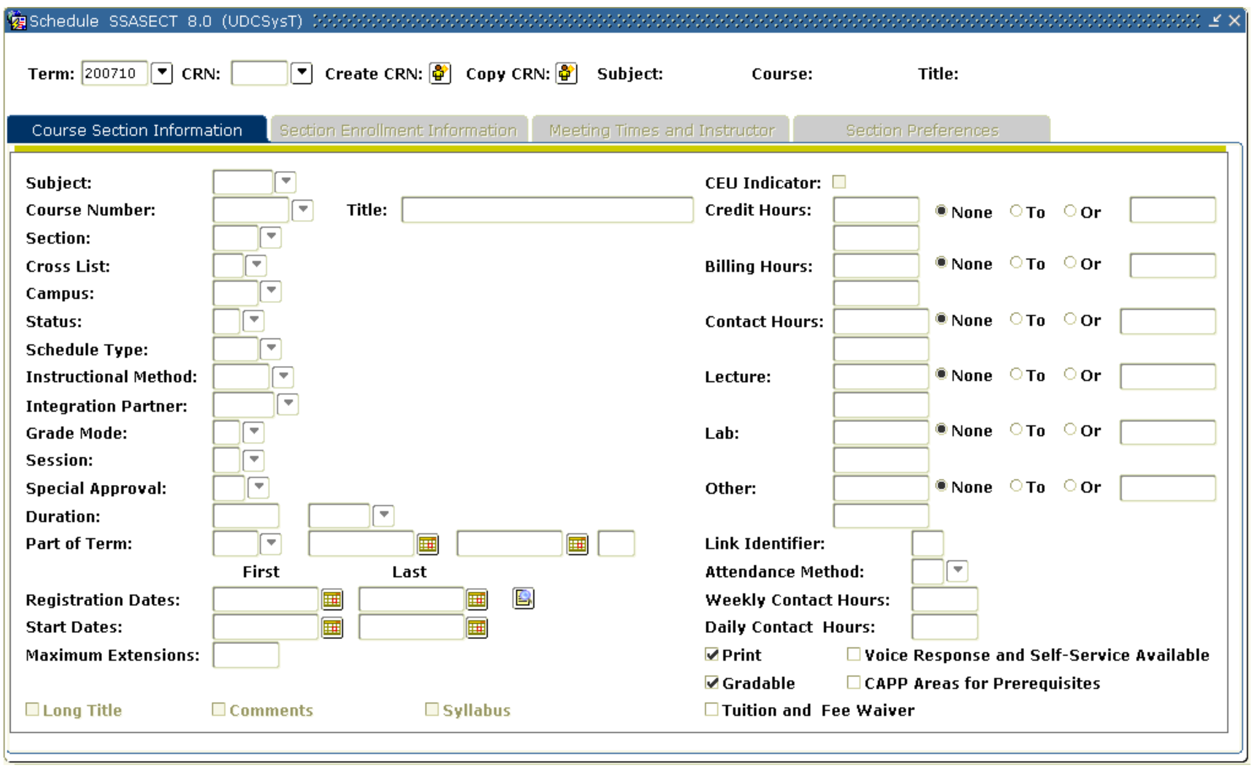
The CRN is the Course Reference Number. It refers to a specific section of a course that is offered in a specific term. Once you select a CRN, it remains "active" until you select another CRN.

## Banner form

The Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog. The Registration Module then uses the CRN assigned to the section to register the student for the section. A course catalog record must exist before you can create sections for a particular course.

Faculty members will want to view their class roster using the Self Service product. In order for a faculty member to see a class in Faculty Self-Service, that class must be assigned to the faculty member. Classes are assigned to faculty members in the Instructor block of SSASECT or in the main block of the Faculty Assignment Form (SIAASGN).

Note: The Schedule Form (SSASECT) should be covered in detail during Course Catalog and Class Schedule training.



## Assigning faculty

Follow these steps to assign a faculty member to a class within a term.

1. Access the Schedule Form (SSASECT).
2. Enter the term your instructor provides you in the **Term** field.
3. Enter the CRN your instructor provides you in the **CRN** field.

   Perform a **Next Block** function twice to access the Meeting Time block.

   Select a meeting time in the **Meeting Time** field.

   Click the **Save** icon.
4. Perform a **Next Block** function to access the Instructor block.
5. Enter your faculty member's Banner ID in the **ID** field.
6. Click the **Save** icon.

## Web-enabling the term

Follow these steps to web-enable your term.

1. Access to the Term Control Form (SOATERM).
2. Enter your term in the **Term** field.
3. Navigate to the Web Self-Service, Voice Response and Partner Systems block.
4. Click the **Master Web Term Control** checkbox.

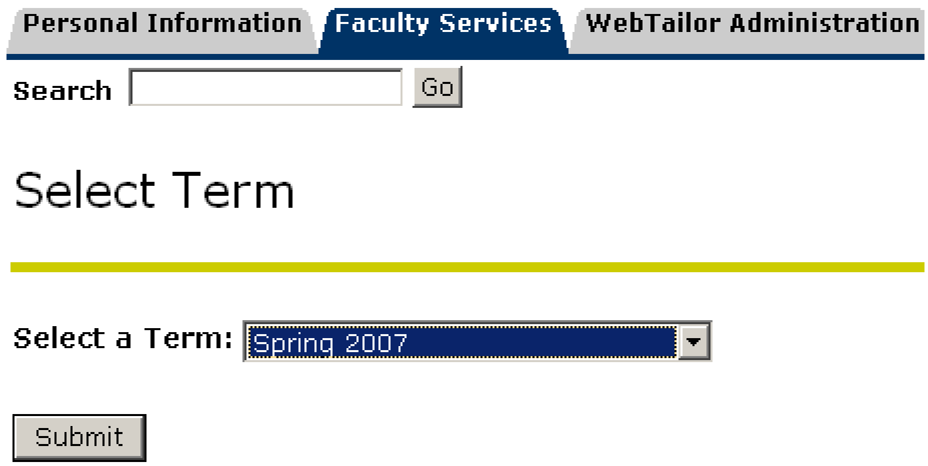
   Click the **Process Web Controls** button.
5. Select *any one or any combination* of these four check boxes in the Faculty & Advisor Controls area: **Display Schedule**, **Display Class List**, **Allow Approval & Overrides**, **and Allow Add/Drop**.
6. Click the **Save** icon.

## Selecting a term

Follow this process to select a term.

1. Log in to **Secured Area** of Self-Service using the faculty member you created in a previous procedure.

2. Select the **Faculty Services** tab. From there, click the **Term Selection** link.




3. Select your term from the **Select a Term** drop-down list.

4. Click the **Submit** button.

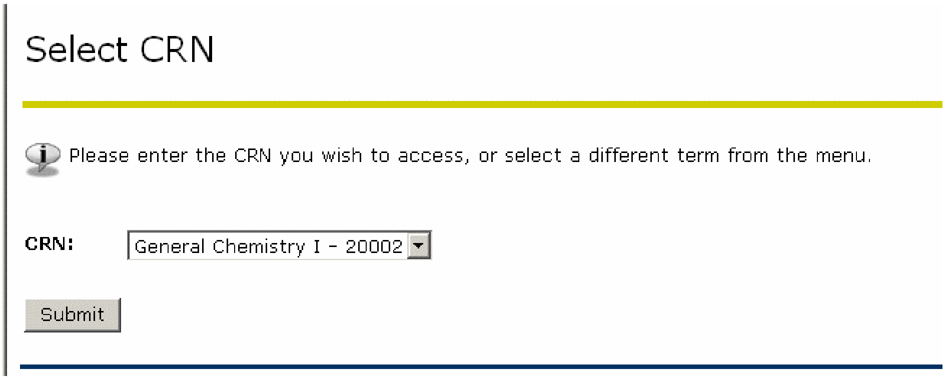
   Result: This term will be used for all term-related pages you select in Faculty Self-Service unless you return to this page later in your session and select another term.

   Note: If you do not select the term and go directly to the CRN Selection step, you will be prompted then for the appropriate term.

## Selecting a CRN

Follow this process to select a CRN.

1. From the **Faculty Services** tab, click the **CRN Selection** link.




2. Select the CRN that you assigned to your faculty member in the previous section from the **CRN** drop-down list.
3. Click the **Submit** button.

Result: This CRN will now be used for all CRN-related pages you select in Faculty Self-Service unless you return to this page later in your session and select another CRN.

Note: All CRNs that are assigned to your instructor appear in the **Select CRN** list.

# Web-Enabling

## Web-enabling the class list

Follow these steps to web-enable the class list.

1. Access the Term Control Form (SOATERM).
2. Enter your term the **Term** field.
3. Navigate to the Web Self-Service, Voice Response and Partner Systems block.
4. Click the **Master Web Term Control** checkbox.
5. Click the **Process Web Controls** button.
6. Ensure that the **Display Class List** checkbox is checked.
7. Click the **Save** icon.

## Web-enabling class change options

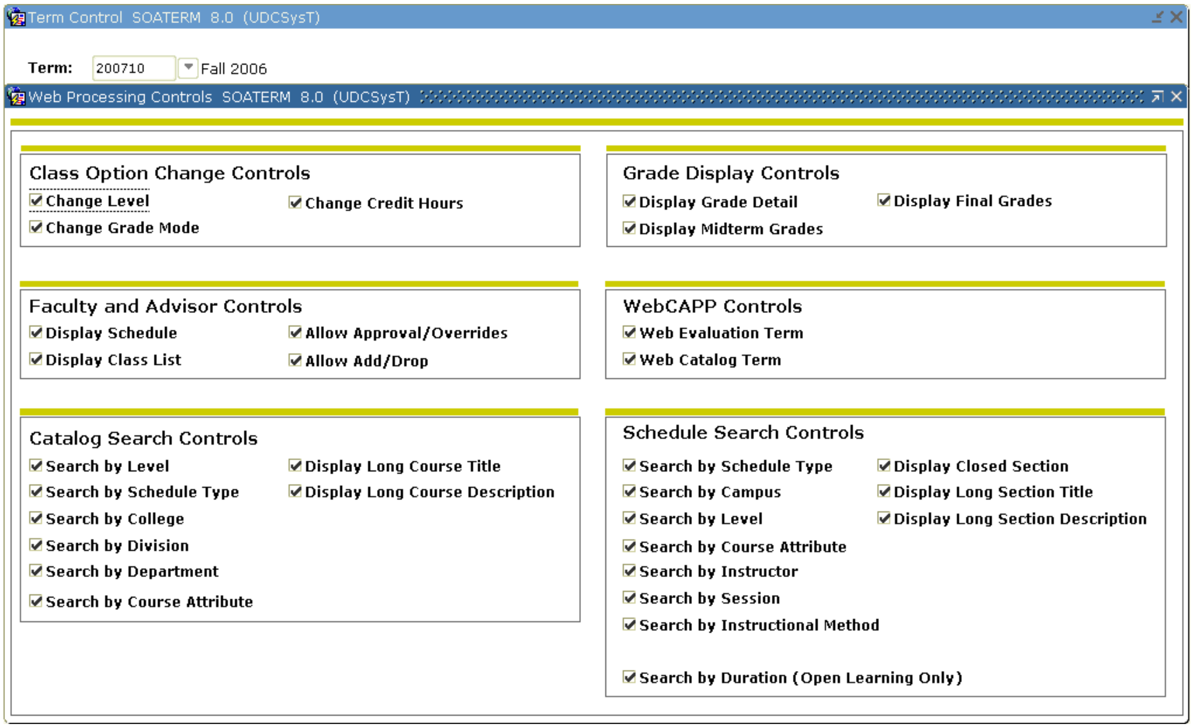
Follow these steps to web-enable class change options.

1. Access the Term Control Form (SOATERM).
2. Enter your term in the **Term** field.
3. Perform a **Next Block** function.
4. Click the **Master Web Term Control** checkbox.
5. Click the **Process Web Controls** button.
6. Select these checkboxes in the Class Option Change Controls window:

   **Change Level**

   **Change Grade Mode**

   **Change Credit Hours**

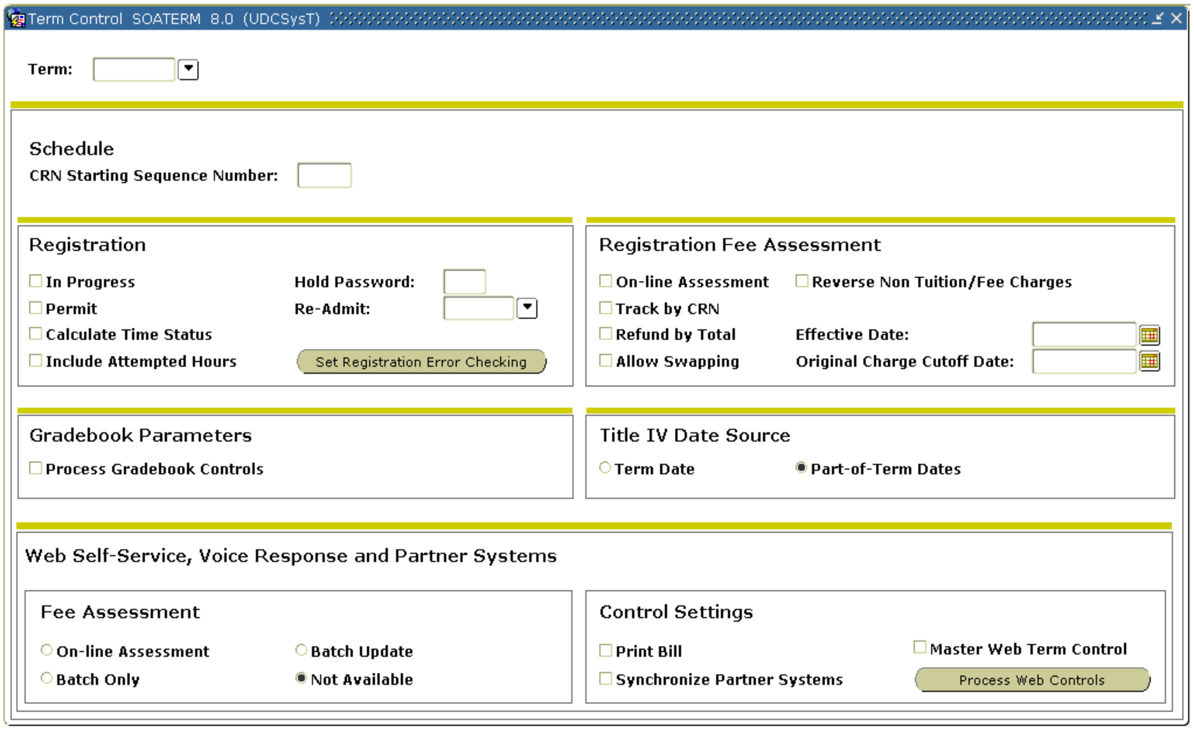



7. Click the **Save** icon.

## Web-enabling overrides, add/drop, and registration status codes

Follow these steps to web-enable permit-overrides, section add/drop, and registration status codes.

1. Access the Term Control Form (SOATERM).




2. Enter your term in the **Term** field.
3. Navigate to the Web Self-Service, Voice Response and Partner Systems block.

   Click the **Master Web Term Control** checkbox.
4. Click the **Process Web Controls** button.
5. Select both the **Allow Approval & Overrides** and the **Allow Add/Drop** check boxes in the Faculty and Advisor Controls block.
6. Click the **Save** icon.
7. Click the **Exit** icon.
8. Access the Course Registration Status Code Validation Form (STVRSTS).

9. Scroll to the right and select the **Web Indicator** checkbox for values that indicate Web Drop and Web Registration.

10. Click the **Save** icon.

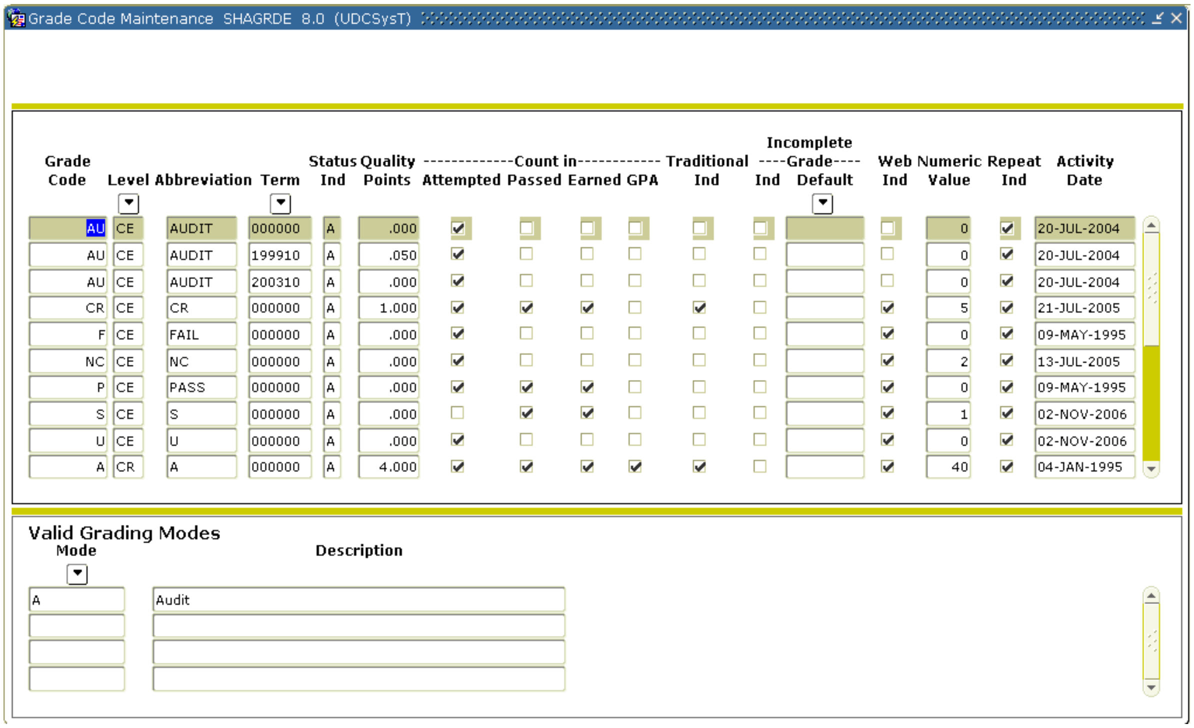
11. Click the **Exit** icon.

## Web-enabling grades

Follow these steps to web-enable grades.

1. Access the Grade Code Maintenance Form (SHAGRDE).

   Result: You will see all grade codes that are currently defined.




2. Click the **Web Ind** checkboxes so that the grade code can be entered for a student in Faculty Self-Service.

   Note: Grades are often structured by level and not by term. For this reason, it is usually more efficient to query your grade codes based on their level and not on their term.

3. Click the **Enter Query** icon.

4. Go to the **Level** field, select **List** from the **Help** menu, then select a level code and click **OK**.

5. Click the **Execute Query** icon.
6. For each grade code in this level that you want to web-enable, select the **Web Ind** checkbox.
7. Click the **Save** icon.
8. Click the **Exit** icon.

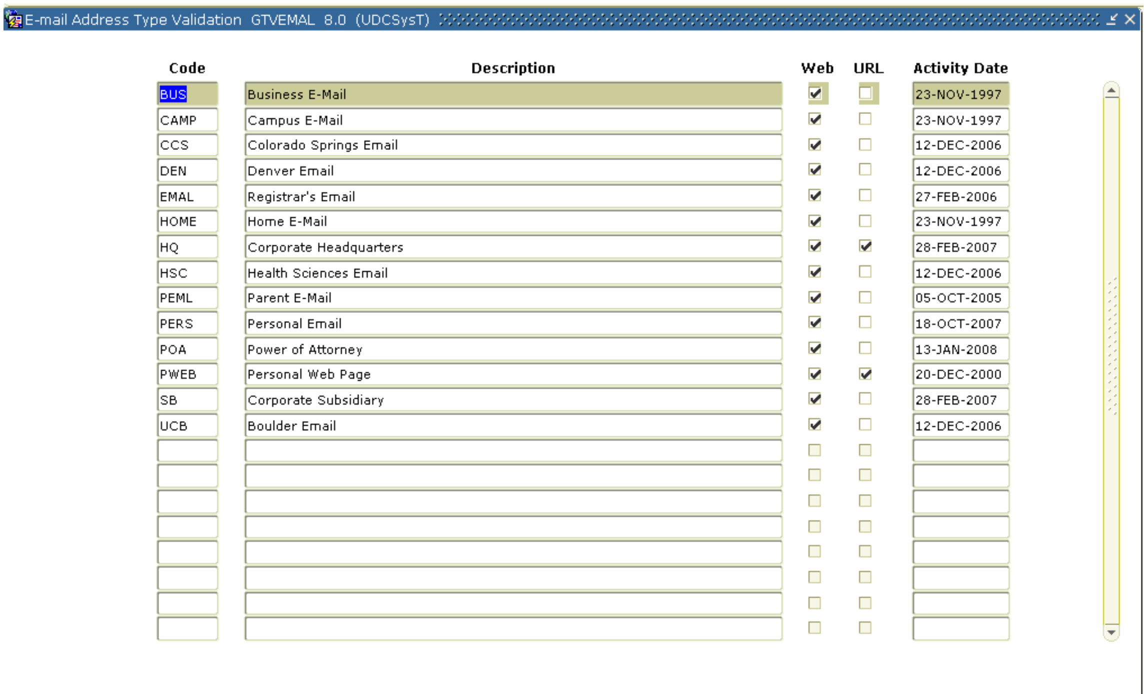
## View student e-mail address page

On this page, faculty and advisors can see all Web-enabled e-mail addresses for a student and/or advisee.

## Web-enabling e-mail address types

Follow these steps to web-enable e-mail address types.

1. Access the E-mail Address Type Validation Form (GTVEMAL).


E-mail Address Type Validation GTVEMAL 8.0 (UDCSysT)

| Code | Description | Web | URL | Activity Date |
|---|---|---|---|---|
| BUS | Business E-Mail | ☑ | ☐ | 23-NOV-1997 |
| CAMP | Campus E-Mail | ☑ | ☐ | 23-NOV-1997 |
| CCS | Colorado Springs Email | ☑ | ☐ | 12-DEC-2006 |
| DEN | Denver Email | ☑ | ☐ | 12-DEC-2006 |
| EMAL | Registrar's Email | ☑ | ☐ | 27-FEB-2006 |
| HOME | Home E-Mail | ☑ | ☐ | 23-NOV-1997 |
| HQ | Corporate Headquarters | ☑ | ☑ | 28-FEB-2007 |
| HSC | Health Sciences Email | ☑ | ☐ | 12-DEC-2006 |
| PEML | Parent E-Mail | ☑ | ☐ | 05-OCT-2005 |
| PERS | Personal Email | ☑ | ☐ | 18-OCT-2007 |
| POA | Power of Attorney | ☑ | ☐ | 13-JAN-2008 |
| PWEB | Personal Web Page | ☑ | ☑ | 20-DEC-2000 |
| SB | Corporate Subsidiary | ☑ | ☐ | 28-FEB-2007 |
| UCB | Boulder Email | ☑ | ☐ | 12-DEC-2006 |

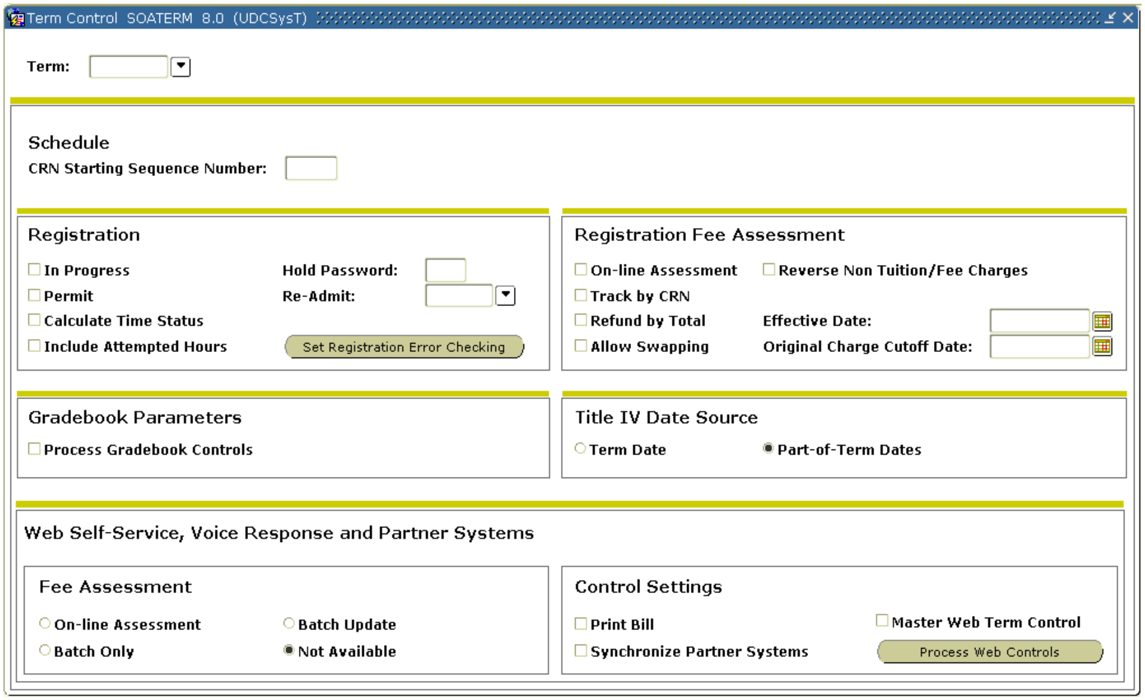
2. Enter values in the **Code** and **Description** fields.
3. Select the **Web** checkbox.
4. Click the **Save** icon.
5. Click the **Exit** icon.

# Allowing Mid-term and Final Grade Entry

## Steps

Follow these steps to allow mid-term and final grades to be entered.

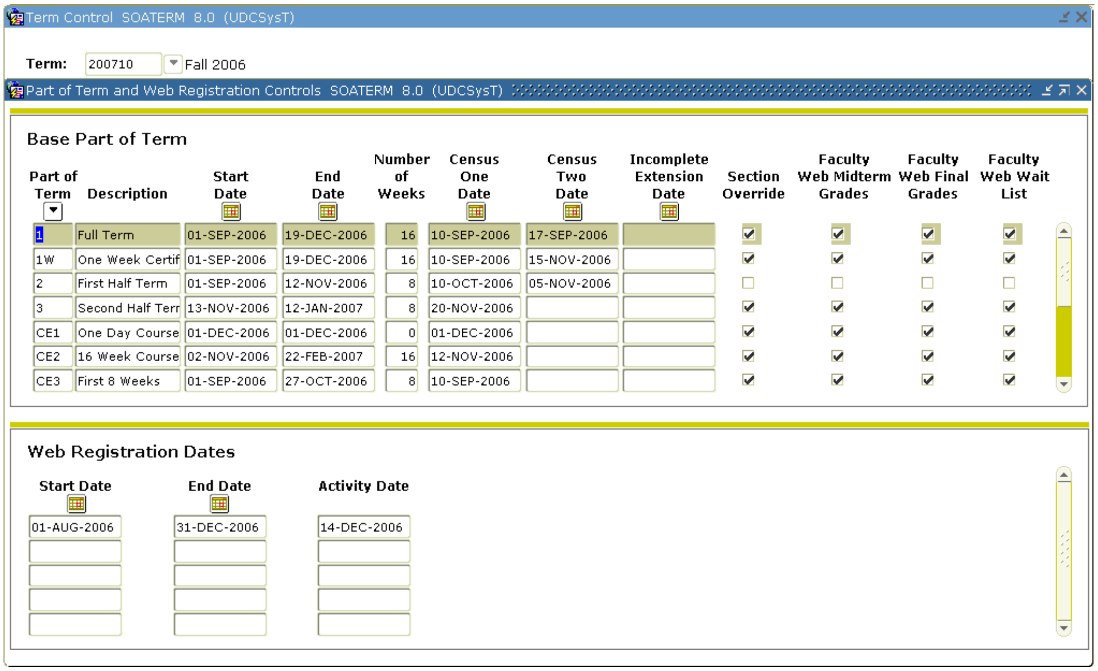
1. Access the Term Control Form (SOATERM).




2. Enter your term in the **Term** field.

3. Perform two **Next Block** functions.

4. Select the **Mid Term Grades** and **Final Grades** checkboxes for each part of the term**.**

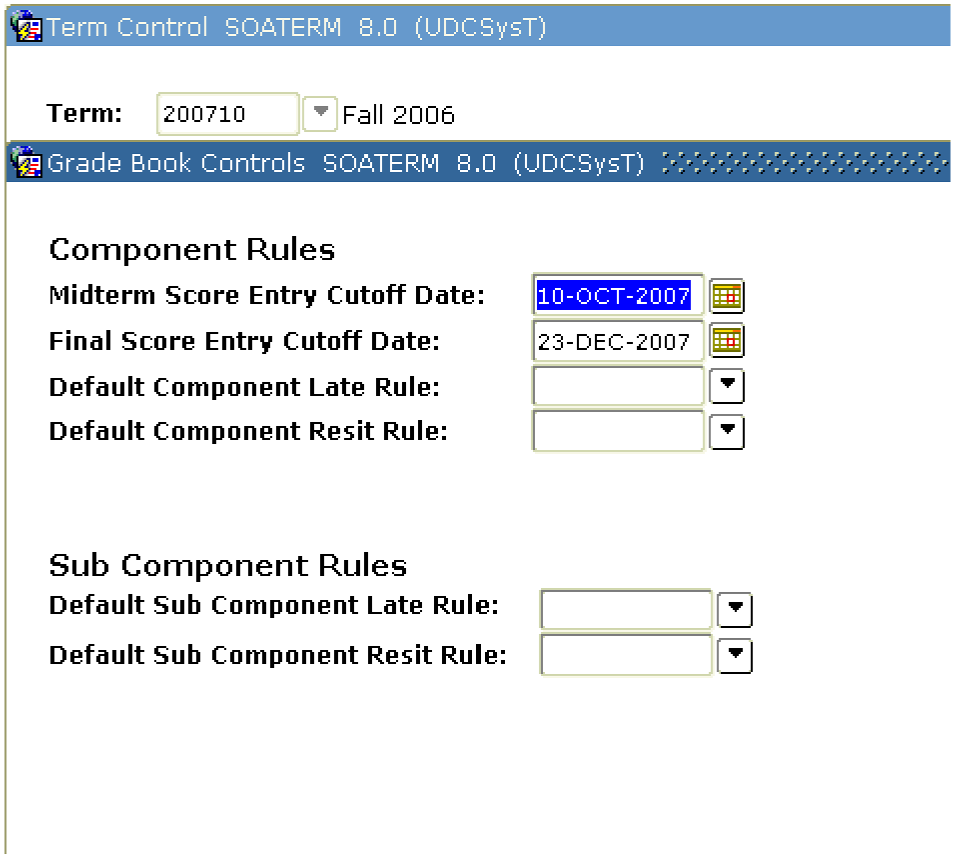



5. Click the **Save** icon.

6. Select **Registration Term Control** in the **Options** menu.

7. Click the **Process Grade Book Controls** checkbox**. If you are not using Electronic Gradebook, skip to step 10.**

8. Enter dates in the **Midterm Score Entry Cut-off Date** and the **Final Score Entry Cut-off Date** fields.



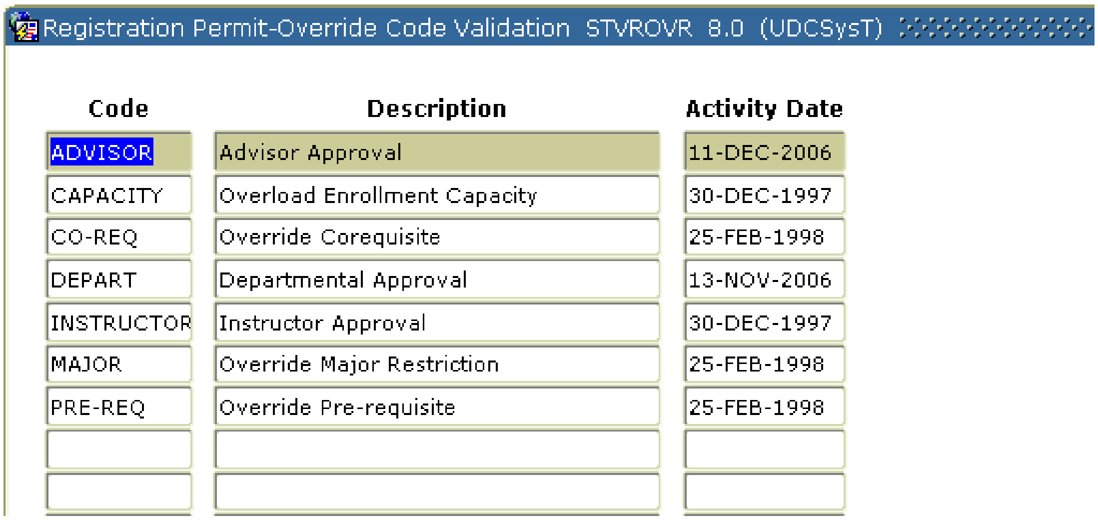

9. Click the **Save** icon.
10. Click the **Exit** icon.

# Creating and Defining a Permit/Override Code

## Steps

Follow these steps to create and define a permit/override code.

1. Access the Registration Permit-Override Code Validation Form (STVROVR).



Registration Permit-Override Code Validation STVROVR 8.0 (UDCSysT)

| Code | Description | Activity Date |
|---|---|---|
| ADVISOR | Advisor Approval | 11-DEC-2006 |
| CAPACITY | Overload Enrollment Capacity | 30-DEC-1997 |
| CO-REQ | Override Corequisite | 25-FEB-1998 |
| DEPART | Departmental Approval | 13-NOV-2006 |
| INSTRUCTOR | Instructor Approval | 30-DEC-1997 |
| MAJOR | Override Major Restriction | 25-FEB-1998 |
| PRE-REQ | Override Pre-requisite | 25-FEB-1998 |

2. Enter a code up to 10-characters in length in the **Code** field.

   Note: This is the code that you will select when you define the override in step 7.

3. Enter a description for the override code in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.
6. Access the Registration Permit-Overrides Control Form (SFAROVR).


7. Enter your term in the **Term** field.
8. Perform a **Next Block** function.
9. Enter the override code you just created in the **Permit Code** field.

   Note: You can also select **List** from the **Help** menu to see a list of all available codes, and then select your code from that list.

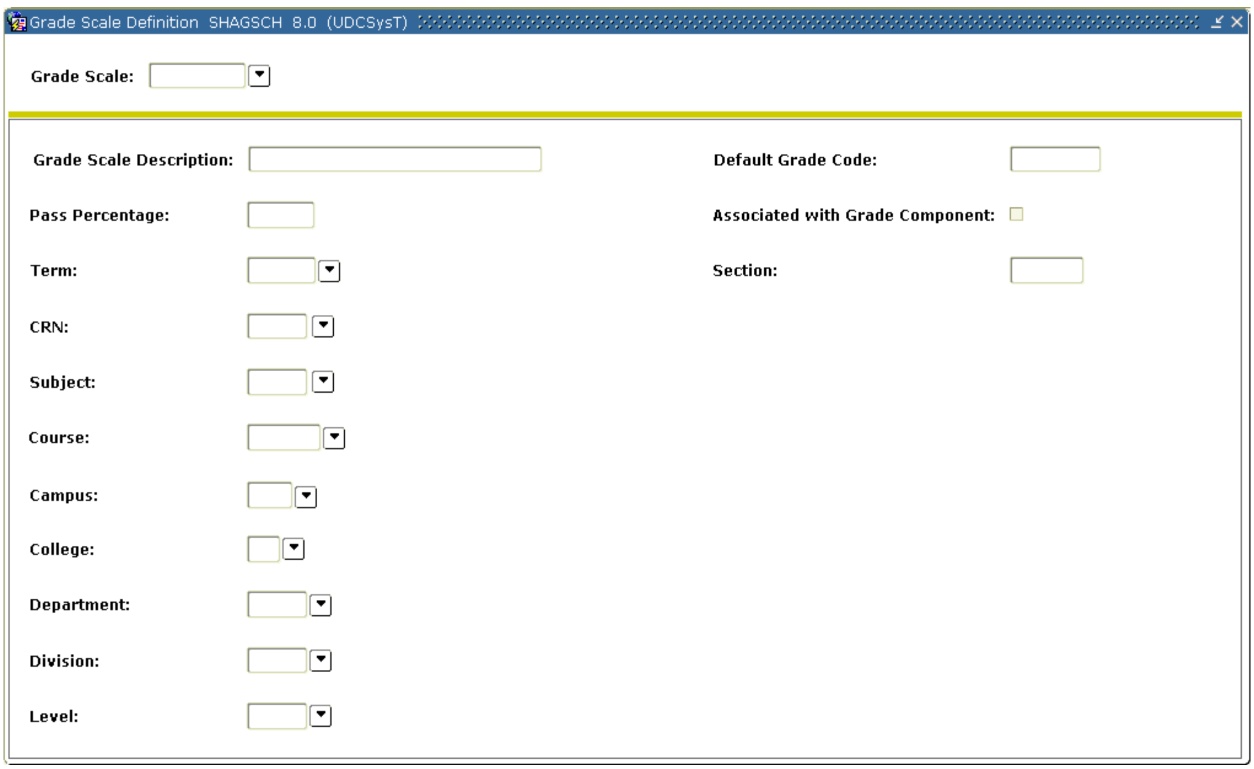
10. Select the **Time** checkbox.
11. Click the **Save** icon.
12. Click the **Exit** icon.

# Creating a Grade Scale

## Steps

The Grade Scale Definition Form (SHAGSCH) is used to create a grade scale which is used in the electronic gradebook for gradable components.

## Banner form




## Steps

Follow these steps to create a grade scale to be used in the electronic gradebook for gradable components.

1. Access the Grade Scale Definition Form (SHAGSCH).
2. Enter a new code in the **Grade Scale** field.
3. Perform a **Next Block** function.

4. Enter values in these fields.

| Field | Value |
|---|---|
| **Grade Scale Description** | *<Your name> Grade Scale* |
| **Pass Percentage** | *59.99*. This is the minimum mark a student must achieve in order to pass classes that are assigned this grade scale. |
| **Default Grade Code** | *F*. This is the grade a student will receive who achieves a mark lower than the pass percentage mark and if that mark is not defined in step 6. |

Note: You do not have to enter a term, CRN, subject, course, and so on when you create a grade scale. If you do enter these values, then the grade scale is restricted to classes that meet those values. To create a scale that can be used by any class, leave these fields blank.

5. Perform a **Next Block** function.

6. Enter the minimum percentage necessary to achieve a specific grade in the Grade Scale Definition block.

Note: Faculty will enter a percentage value in Faculty Self-Service, not the letter grade value.

Here is a common series of values (note the High Column will be calculated by the system when you save). Because values less than 60 are not defined here, the default grade code entered in the main window will automatically apply to any score less than 60 that is entered for a component.

| Low | High | Grade | Median |
|---|---|---|---|
| 90.00 | 100 | A | 95 |
| 80.00 | 89.99 | B | 85 |
| 70.00 | 79.99 | C | 75 |
| 60.00 | 69.99 | D | 65 |
| 0.00 | 59.99 | F | 55 |

7. Click the **Save** icon.

8. Click the **Exit** icon.

# Creating Gradable Components

## Steps

The Gradable Component Definition Form (SHAGCOM) is used to create gradable components for use in the electronic gradebook.

By using the Electronic Gradebook, faculty members can create "gradable components" for a class. They can then assign these components individual weights and assign all components a grade scale. For example, a class may have these components and weights:

| Gradable component | Weight |
|---|---|
| Mid-term exam | 25 |
| Research paper | 30 |
| Final exam | 45 |

In Faculty Self-Service, faculty can enter marks for each component. The Electronic Gradebook then evaluates the marks against the grade scale that is assigned to the Gradebook and calculates the grade for each component. When all components have received a grade, the Gradebook calculates a final grade. The final grade uses a value that is entered on the Grade Code Maintenance Form (SHAGRDE).

## Alternate weight and out of values

On the Gradable Component Definition Form (SHAGCOM) the **Marked Out of** field defaults to 100. The practical result of this is that typical components will be weighted as a percentage of a total value of 100.

Let us say that you need to set up a component that is weighted at one-third of a total grade. To do this, you can enter *10* in **Weight** and *30* in **Marked Out of** for that component. You will also need to enter a **Marked Out of** value of *30* for all the remaining components in the scale.

## Must pass field

You can set up individual components so that they must be passed in order for the student to receive a passing grade for the class. To do this, select the **Must Pass** checkbox.

When you select this checkbox, the component must be passed. If an individual component is not passed, the student will fail the entire class. What happens when you do *not* select that checkbox? In this case, the scores a student receives for all the components in the scale are averaged. The average is then compared against the grades in the corresponding grade scale.

## Example 1

Not using Must Pass for individual components:

Two components and each component is weighted at 50%

Score on first component: 50

Score on second component: 90

For both components, the **Must Pass** checkbox is cleared

Minimum passing grade for the grade scale is 60

Average of two marks:  70

Because 70 is a passing mark in the associated grade scale, the student will pass the class.

## Example 2

Using Must Pass for individual components:

Two components and each component is weighted at 50%

Score on first component: 50

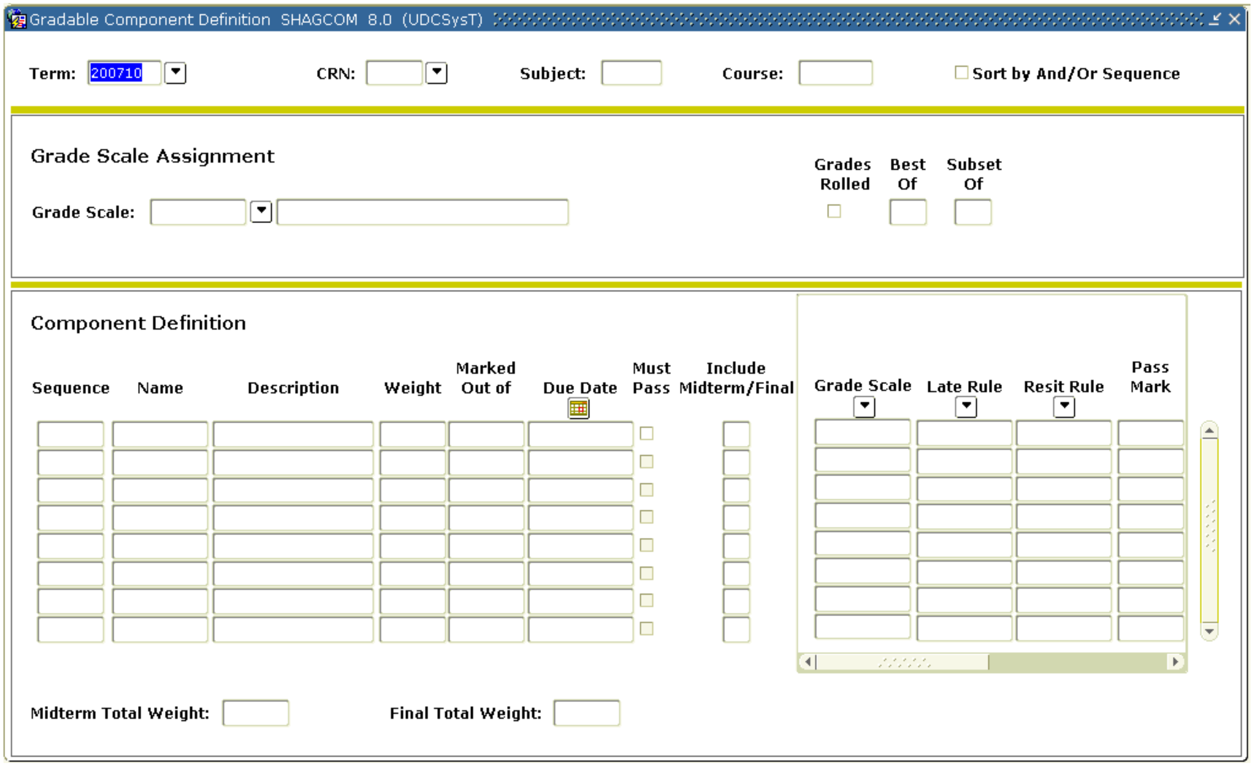
Score on second component: 90

For both components, the **Must Pass** checkbox is selected

Minimum passing grade for the grade scale is 60

Because 50 is not a passing mark in the associated grade scale and each component must be passed, the student will fail the class.

## Banner form




## Steps

Follow these steps to create gradable components for use in the electronic gradebook.

1. Access the Gradable Component Definition Form (SHAGCOM).
2. Enter the term you have used in previous exercises in the **Term** field.
3. Enter the CRN you used in a previous exercise in the **CRN** field.

   Note: Because you must enter a CRN here, you are creating gradable components for a specific section of a class and not for the "parent" course. Component details can be rolled to the next term as part of the Term Roll (SSRROLL) process.

4. Perform a **Next Block** function.
5. Enter the grade scale code you created in the previous exercise in the **Grade Scale** field.
6. Click the **Save** icon.

7. Perform a **Next Block** function to create two gradable components in the Component Definition block.
8. Enter *1* in the **Sequence** field.
9. Enter *Mid* in the **Name** field.
10. Enter a *Mid term exam* in the **Description** field.
11. Enter *25* in the **Weight** field.
12. Enter *2* in the **Sequence** field.
13. Enter *Paper* in the **Name** field.
14. Enter a *Research paper* in the **Description** field.
15. Enter *30* in the **Weight** field.
16. Enter *3* in the **Sequence** field.
17. Enter *Final* in the **Name** field.
18. Enter a *Final exam* in the **Description** field.
19. Enter *45* in the **Weight** field.
20. Click the **Save** icon.
21. Click the **Exit** icon.

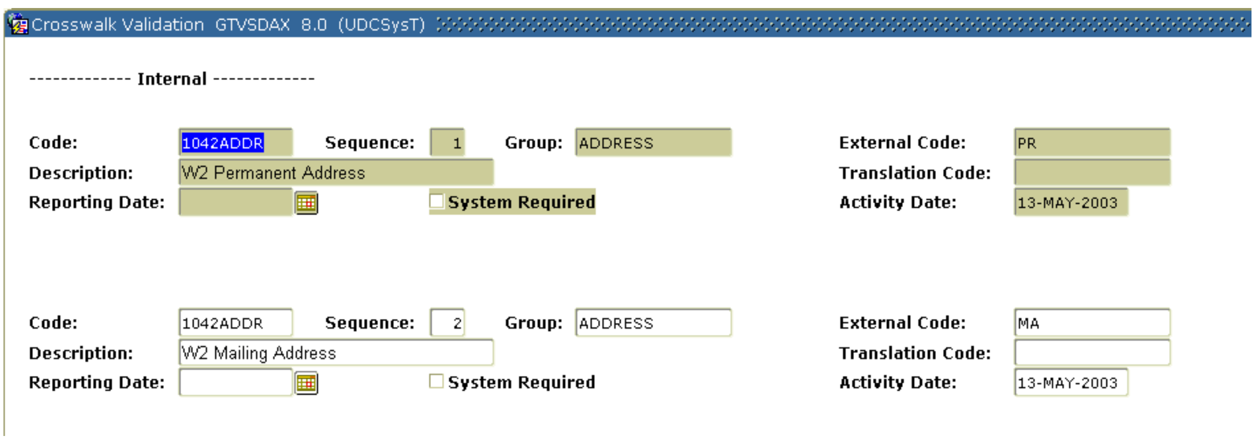
# Allowing Faculty and Non-Faculty Access

## Introduction

Allow all faculty to enter component marks. If you follow these steps, persons identified as “faculty” on the Faculty Information Form (SIAINST) will be able to enter marks in the Electronic Gradebook. Any faculty member can enter Electronic Gradebook component marks for any student and any CRN in any term if that faculty member has an active SIAINST record and is assigned to that section.

## Banner form

You will use the Crosswalk Validation Form (GTVSDAX) to complete these steps.




## Steps

Follow these steps to allow all instructors assigned to a section to enter grades.

1. Access the Crosswalk Validation Form (GTVSDAX).

2. Click the **Enter Query** icon.

3. Enter *PRIMINSTR* in the **Code** field.

4. Click the **Execute Query** icon.

5. Look at the value in the **External Code** field. This value determines whether the primary instructor for a class or all instructors for a class may enter grades.

*Y*:  Only a primary instructor for a class may enter grades.  This is the default value.

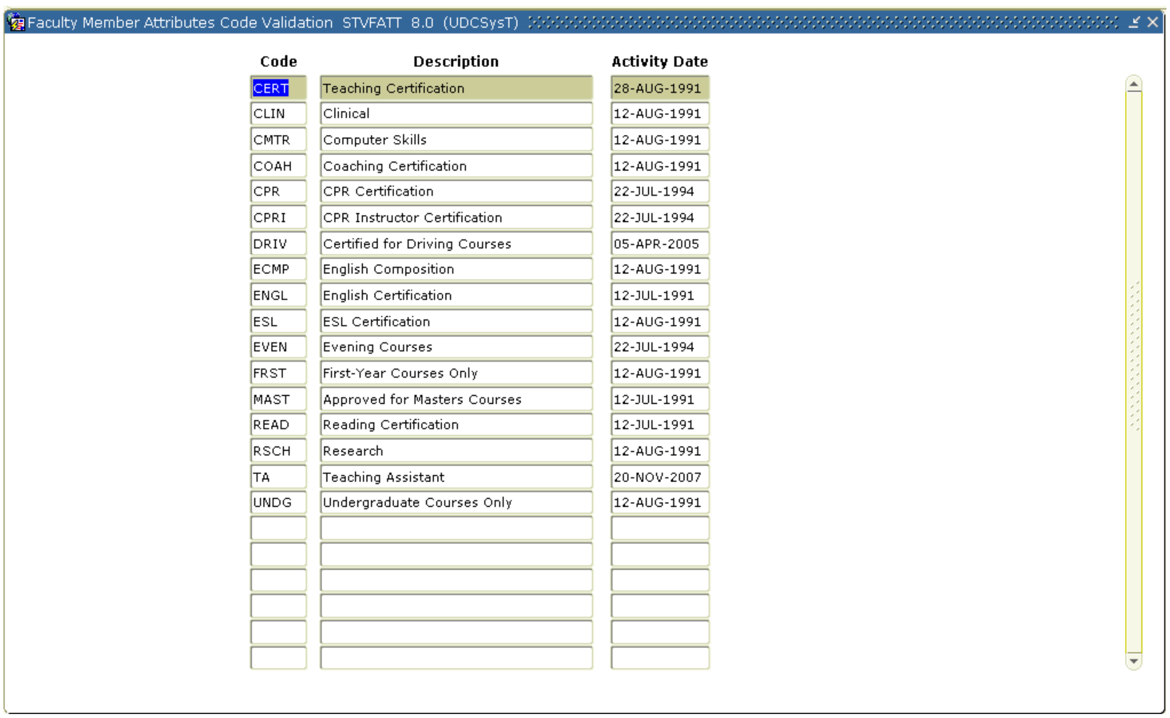
*N*:  All instructors for a class may enter grades.

6. If the value of this field is *Y*, change it to *N*.
7. Click the **Save** icon.
8. Click the **Exit** icon.

## Steps

Follow these steps to create faculty attributes, assign attributes to faculty member, and assign role-based security based on faculty attribute.

1. Access the Faculty Member Attributes Code Validation Form (STVFATT).


Faculty Member Attributes Code Validation  STVFATT  8.0  (UDCSysT)

| Code | Description | Activity Date |
|---|---|---|
| CERT | Teaching Certification | 28-AUG-1991 |
| CLIN | Clinical | 12-AUG-1991 |
| CMTR | Computer Skills | 12-AUG-1991 |
| COAH | Coaching Certification | 12-AUG-1991 |
| CPR | CPR Certification | 22-JUL-1994 |
| CPRI | CPR Instructor Certification | 22-JUL-1994 |
| DRIV | Certified for Driving Courses | 05-APR-2005 |
| ECMP | English Composition | 12-AUG-1991 |
| ENGL | English Certification | 12-JUL-1991 |
| ESL | ESL Certification | 12-AUG-1991 |
| EVEN | Evening Courses | 22-JUL-1994 |
| FRST | First-Year Courses Only | 12-AUG-1991 |
| MAST | Approved for Masters Courses | 12-JUL-1991 |
| READ | Reading Certification | 12-JUL-1991 |
| RSCH | Research | 12-AUG-1991 |
| TA | Teaching Assistant | 20-NOV-2007 |
| UNDG | Undergraduate Courses Only | 12-AUG-1991 |

2. Create these attribute codes and descriptions.

| **Field** | **Value** |
|---|---|
| **Code** | *ENTR* |
| **Description** | *Enter Grades* |

| | |
|---|---|
| **Code** | *DISP* |
| **Description** | *Display Grades* |

3.

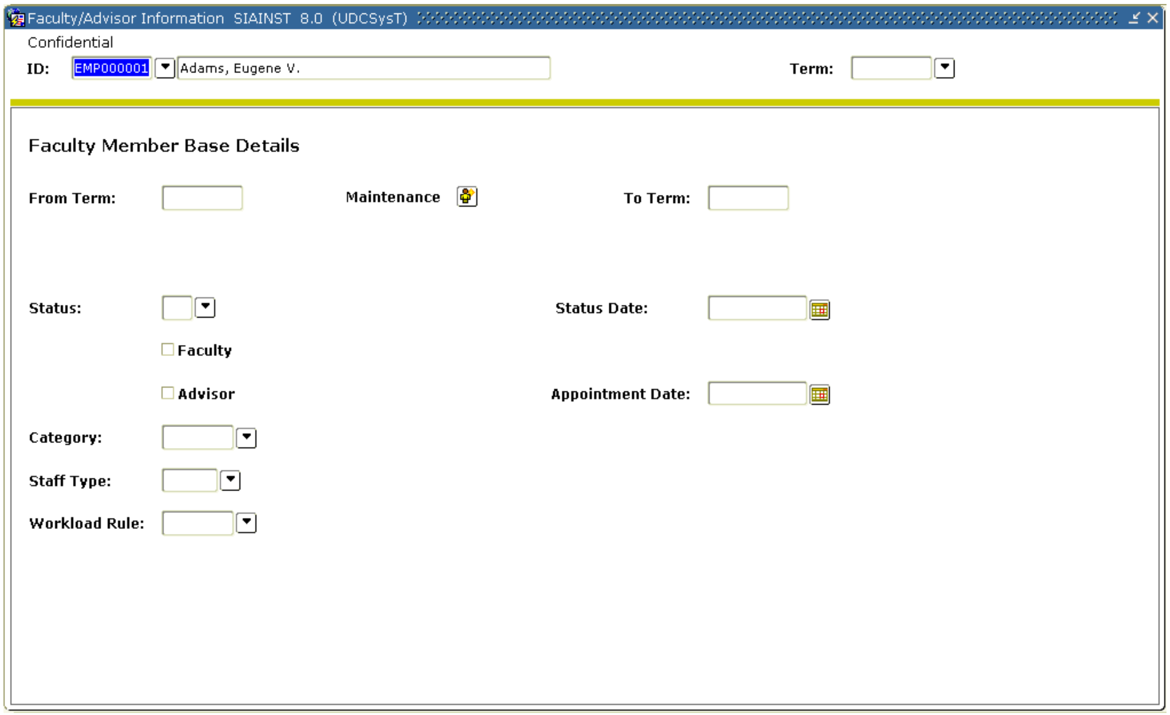
4. Click the **Save** icon.

5. Click the **Exit** icon.

## Steps

Follow these steps to assign the faculty attributes to faculty members.

1. Access the Faculty Information Form (SIAINST).




2. Enter the faculty member's Banner ID in the **ID** field.
3. Enter your term in the **Term** field.
4. Perform a **Next Block** function.
5. Click **Faculty Attributes and Comments** in the **Options** menu.
6. Enter *DISP* and *ENTR* in the **Code** field of the Faculty Attributes and Comments block.
7. Click the **Save** icon.
8. Click the **Exit** icon.

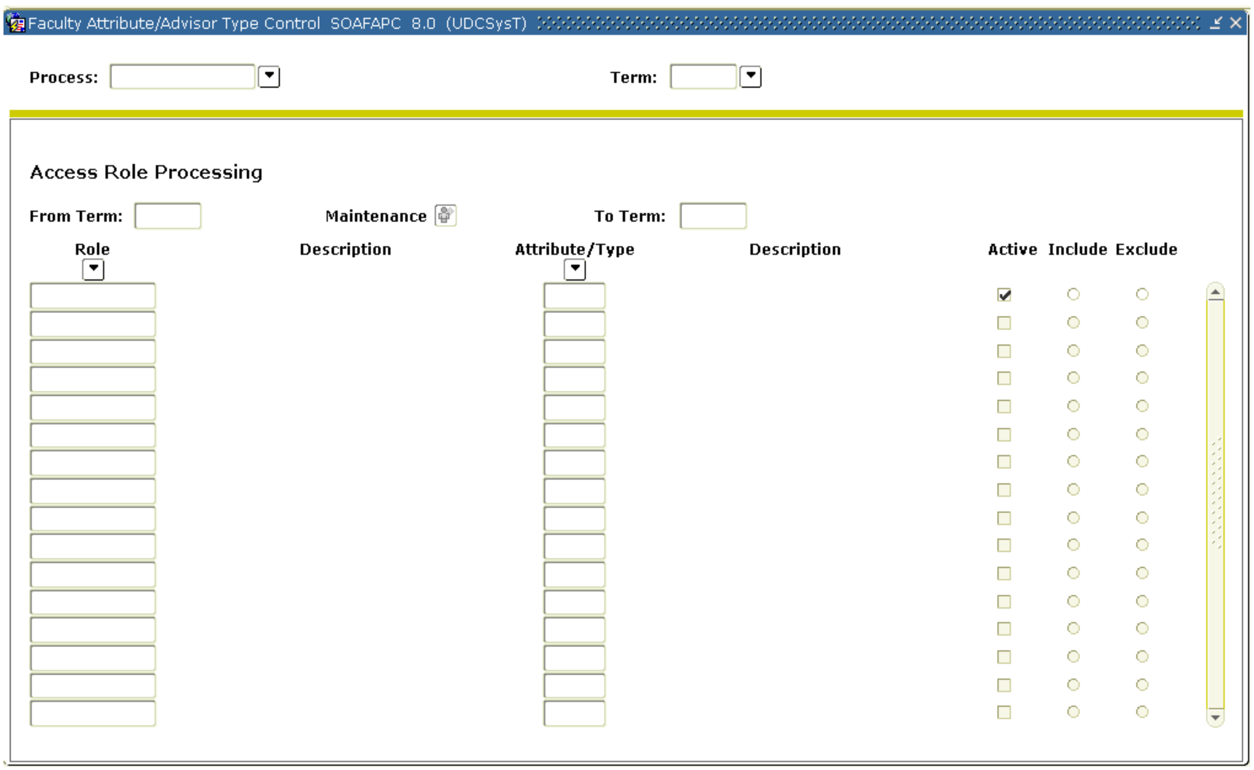
# Assigning Role-Based Security Based on Faculty Attributes for Faculty

## Introduction

The Role-Based Access Rule Control Form (SOAFAPC) is used to assign the attribute to an attribute type.

Note: This requires an attribute to be entered in the **Attribute/Type** field. Later in the procedure we will tell Banner to ignore this attribute.

## Banner form




## Steps

Follow these steps to assign the attribute to an attribute type.

1. Access the Role-Based Access Rule Control Form (SOAFAPC).

2. Enter *DISPLAYGRADES* in the **Process** field.
3. Enter your term in the **Term** field.
4. Enter *F* (for Faculty) in the **Role** field.
5. Enter *DISP* in the **Attribute/Type** field.
6. Click the **Active** checkbox.
7. Click the **Include** radio button.
8. Click the **Save** icon.
9. Click the **Rollback** icon.
10. Enter *ENTERGRADES* in the **Process** field.
11. Enter your term in the **Term** field.
12. Enter *F* (for Faculty) in the **Role** field.
13. Enter *ENTR* in the **Attribute/Type** field.

    Note: This procedure does not allow for data entry in **Attribute/Type** field. It works if this field is left blank.
14. Click the **Active** checkbox.
15. Click the **Include** radio button.
16. Click the **Save** icon.
17. Click the **Exit** icon.

## Steps

Follow these steps to tell Banner to ignore the faculty attribute on SOAFAPC.  Enter the concept setting on GTVSDAX.

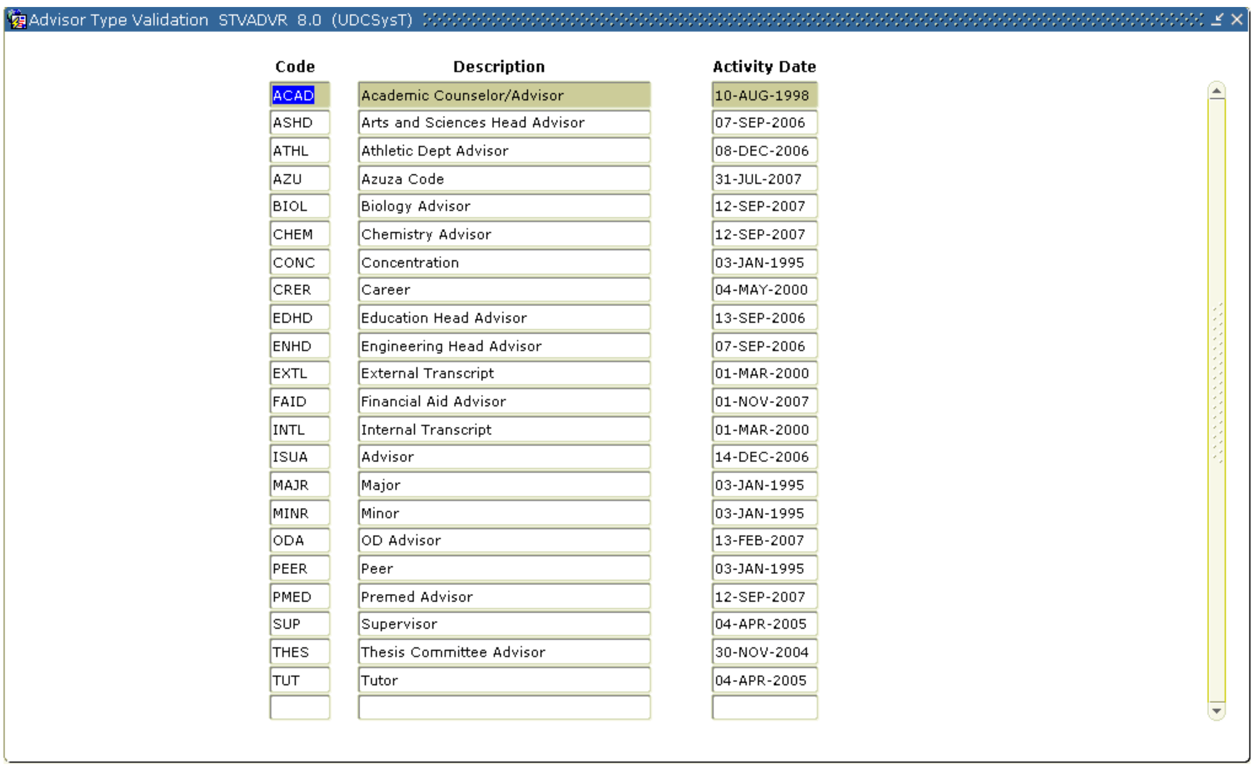
1. Access the Crosswalk Validation Form (GTVSDAX).
2. Click the **Enter Query** icon.
3. Enter *FACFATT* in the **Code** field.
4. Click the **Execute Query** icon.
5. Enter *N* in the **External Code** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

# Creating Advisor Types

## Description

The Advisor Type Validation Form (STVADVR) is used to create, update, insert, and delete advisor type codes such as major, minor, honors, and concentration.

## Banner form



Advisor Type Validation STVADVR 8.0 (UDCSysT)

| Code | Description | Activity Date |
|---|---|---|
| ACAD | Academic Counselor/Advisor | 10-AUG-1998 |
| ASHD | Arts and Sciences Head Advisor | 07-SEP-2006 |
| ATHL | Athletic Dept Advisor | 08-DEC-2006 |
| AZU | Azuza Code | 31-JUL-2007 |
| BIOL | Biology Advisor | 12-SEP-2007 |
| CHEM | Chemistry Advisor | 12-SEP-2007 |
| CONC | Concentration | 03-JAN-1995 |
| CRER | Career | 04-MAY-2000 |
| EDHD | Education Head Advisor | 13-SEP-2006 |
| ENHD | Engineering Head Advisor | 07-SEP-2006 |
| EXTL | External Transcript | 01-MAR-2000 |
| FAID | Financial Aid Advisor | 01-NOV-2007 |
| INTL | Internal Transcript | 01-MAR-2000 |
| ISUA | Advisor | 14-DEC-2006 |
| MAJR | Major | 03-JAN-1995 |
| MINR | Minor | 03-JAN-1995 |
| ODA | OD Advisor | 13-FEB-2007 |
| PEER | Peer | 03-JAN-1995 |
| PMED | Premed Advisor | 12-SEP-2007 |
| SUP | Supervisor | 04-APR-2005 |
| THES | Thesis Committee Advisor | 30-NOV-2004 |
| TUT | Tutor | 04-APR-2005 |

## Steps

Follow these steps to create advisor types.

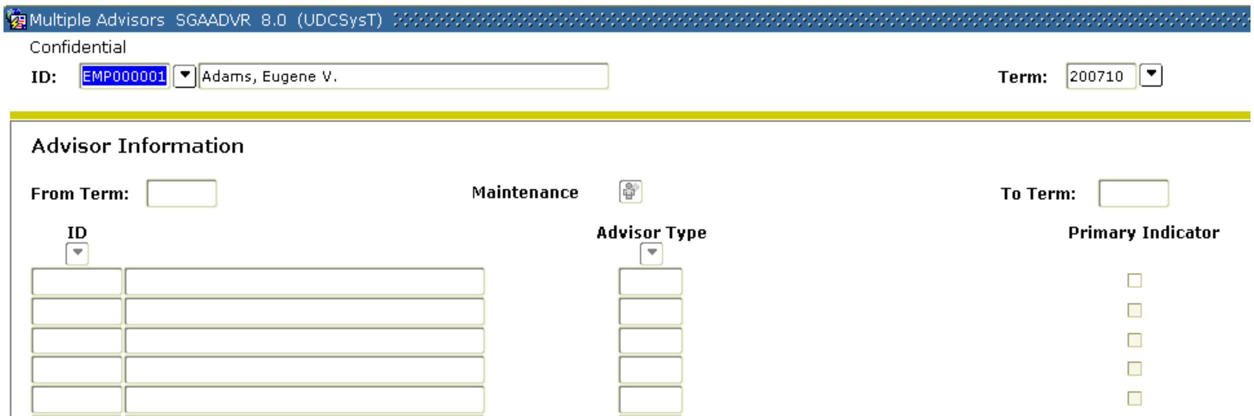
1. Access the **Advisor Type** Validation Form (STVADVR).
2. Enter a code in the **Code** field.
3. Enter a description in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.

# Assigning an Advisor

## Introduction

The Multiple Advisors Form (SGAADVR) is used to assign an advisor to a student.

## Banner form



## Steps

Follow these steps to assign an advisor to a student.

1. Access the Multiple Advisors Form (SGAADVR).
2. Enter a student in the **ID** field.
3. Enter a term code in the **Term** field.
4. Perform a **Next Block** function.
5. Enter the advisor's Banner ID in the **ID** field.
6. Enter the advising type you created in the **Code** field.
7. Select the **Primary** checkbox if this is the student's primary advisor.
8. Repeat steps 5-7 to enter additional advisors as needed.
9. Click the **Save** icon.
10. Click the **Exit** icon.

# Viewing Transcripts and Grades in the Electronic Gradebook

## Introduction

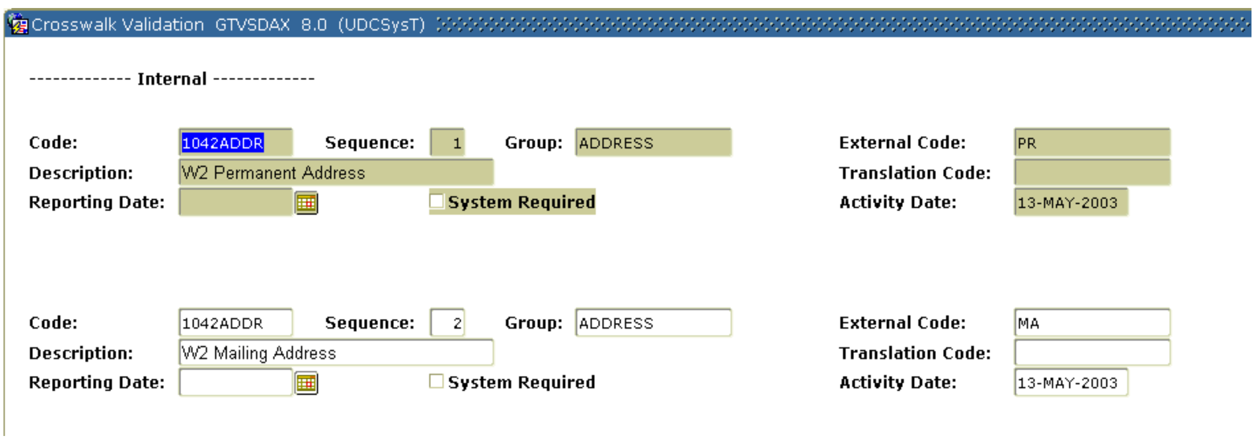
The Crosswalk Validation Form (GTVSDAX) and the Role-Based Access Rule Control Form (SOAFAPC) are used to allow specific advisors to see transcripts and marks in the Electronic Gradebook. If you follow these steps, then only persons who are both...

- identified as an "advisor" on the Faculty Information Form (SIAINST), *and*
- assigned to the student as an advisor on the Multiple Advisors Form (SGAADVR) with the same advisor type that is identified with the *TRANSCRIPT* and *DISPLAYGRADES* processes on the Role-Based Access Rule Control Form (SOAFAPC)

...will be able to see the student's transcript and component grades in the Electronic Gradebook without entering a student's PIN.

Note: To use SOAFAPC, roles must be established in STVROLE.

## Banner form



## Steps

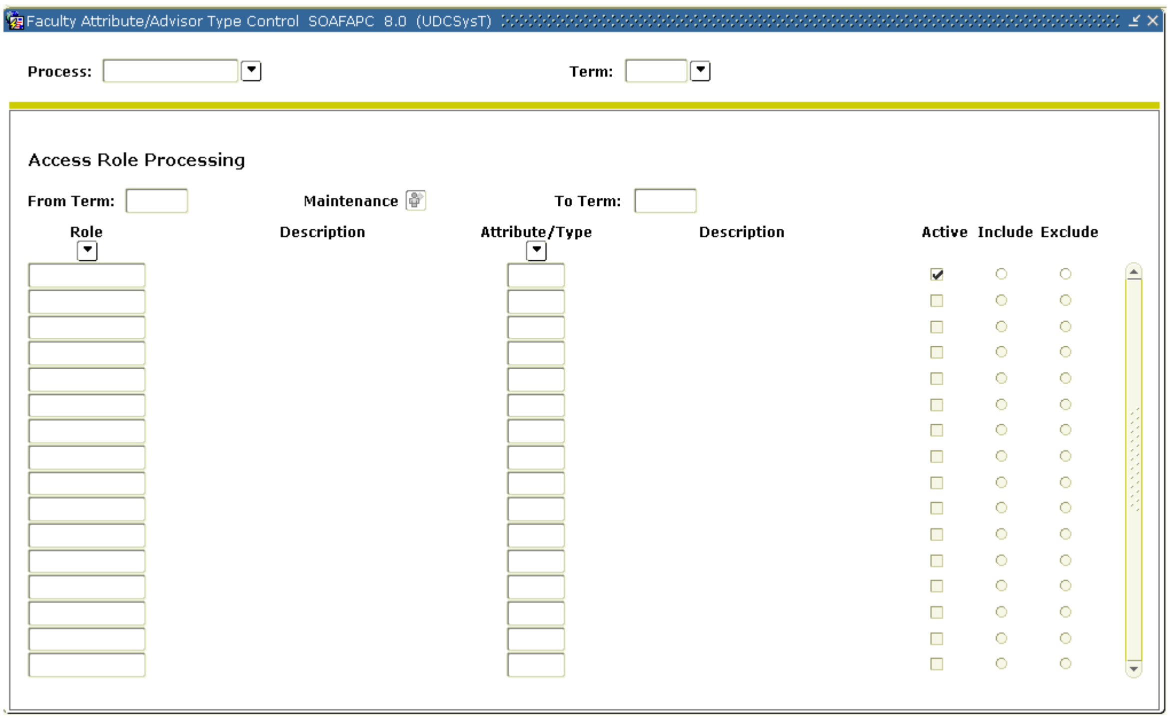
Follow these steps to create the ability for an advisor to view transcript and grades for an advisee without entering the student's PIN.

1. Access the Crosswalk Validation Form (GTVSDAX).
2. Click the **Enter Query** icon.
3. Enter *ADVRTYPE* in the **Code** field.
4. Click the **Execute Query** icon.
5. Enter *Y* in the **External Code** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

## Steps

Follow these steps to allow an advisor to view the transcript and gradebook.

1. Access the Role-Based Access Rule Control Form (SOAFAPC).



2. Enter *TRANSCRIPT* in the **Process** field.
3. Enter the term in the **Term** field.
4. Enter **A** (for advisor) in the **Role** field.
5. Enter an advisor type in the **Attribute/Type** field.
6. Click the **Active** checkbox.
7. Click the **Include** radio button.
8. Click the **Save** icon.
9. Click the **Rollback** icon.
10. Enter *DISPLAYGRADES* in the **Process** field.
11. Enter the term in the **Term** field.
12. Enter A (for advisor) in the **Role** field.
13. Enter an advisor type in the **Attribute/Type** field.

    Note: This procedure does not allow for data entry in **Attribute/Type** field. It works if this field is left blank.

14. Click the **Active** checkbox.
15. Click the **Include** radio button.
16. Click the **Save** icon.
17. Click the **Exit** icon.

## Steps

Follow these steps to allow all advisors to see transcripts and marks (alternate approach).

Note: If you follow these steps, then all persons identified on the Faculty Information Form (SIAINST) as an "advisor" will be able to see transcripts and marks that are entered in the Electronic Gradebook for their advisees.

1. Access the Crosswalk Validation Form (GTVSDAX).
2. Click the **Enter Query** icon.
3. Enter *ADVRTYPE* in the **Code** field.
4. Click the **Execute Query** icon.
5. Enter *N* in the **External Code** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

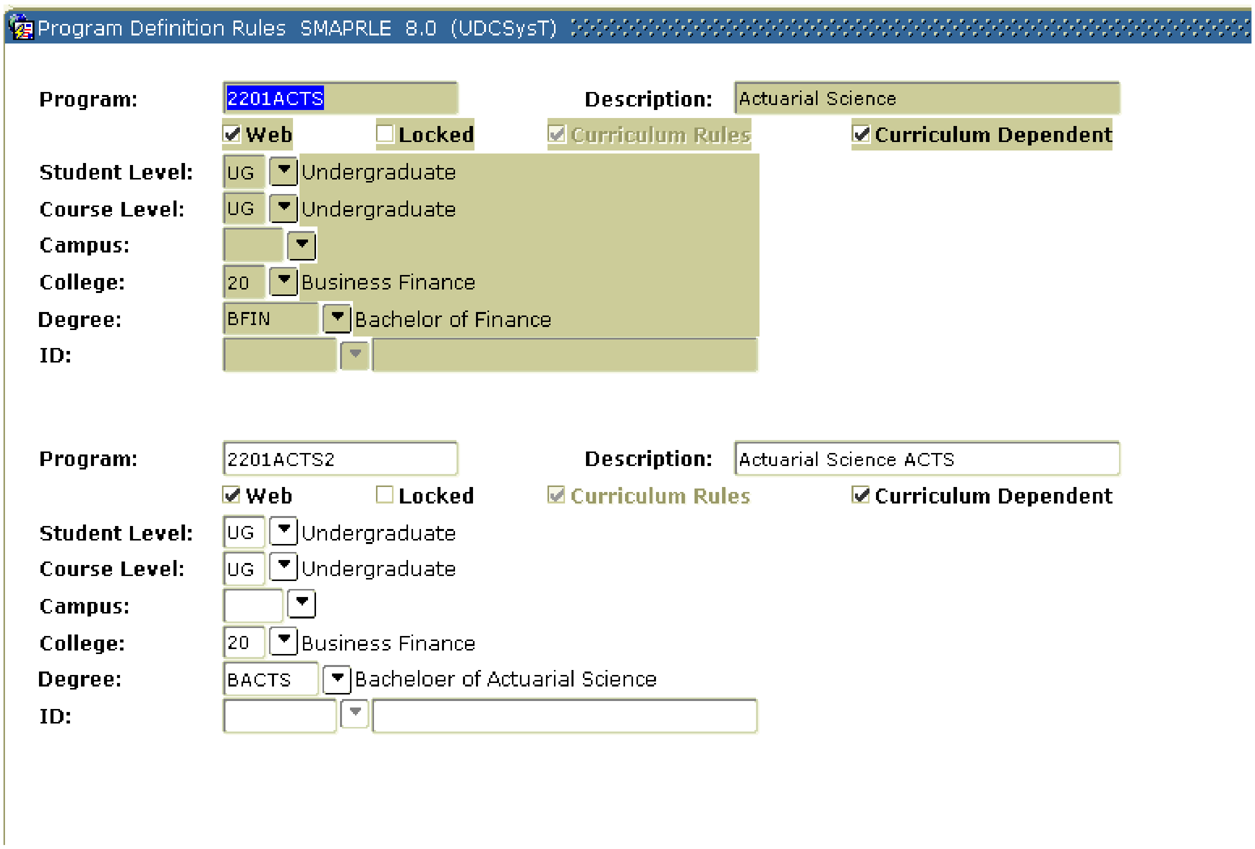
# Setting Up Degree Compliance Processing for Faculty and Advisors

## Introduction

The Program Definition Rules Form (SMAPRLE), the Crosswalk Validation Form (GTVSDAX), the Term Control Form (SOATERM), the WebCAPP Rules Form (SMAWCRL), and the Program Definition Rules Form (SMAPRLR) are used to set up degree compliance processing for faculty and advisors.

## Banner form

Program Definition Rules Form (SMAPRLE)



## Steps

Follow these steps to web-enable programs.

1. Access the Program Definition Rules Form (SMAPRLE).
2. Click the **Enter Query** icon.
3. Enter a program name in the **Program** field.
4. Click the **Execute Query** icon.
5. Select the **Web** checkbox.
6. Click the **Save** icon.

   Note: Repeat the steps for each program for which you want to be able to generate degree evaluations using WebCAPP.

7. Click the **Exit** icon.

## Fields

Use the information in the table to complete the procedure that follows using the Compliance Default Parameters Form (SMADFLT).

| Field or Checkbox | Value |
|---|---|
| **Evaluation Term** | Leave blank |
| **Course Usage Order** | Enter the code for the order in which you want courses or course attributes to be processed.<br><br>You have three choices:<br><br>C = Chronological Term Order<br>T = Descending Term<br>G = Descending Grade (default) |
| **Minimum Numeric Grade Value** | Enter the lowest numeric grade value allowed for courses or course attributes brought in for consideration for compliance.<br><br>You can use this field, for example, to restrict withdrawals or courses taken for audit from being considered for compliance. |

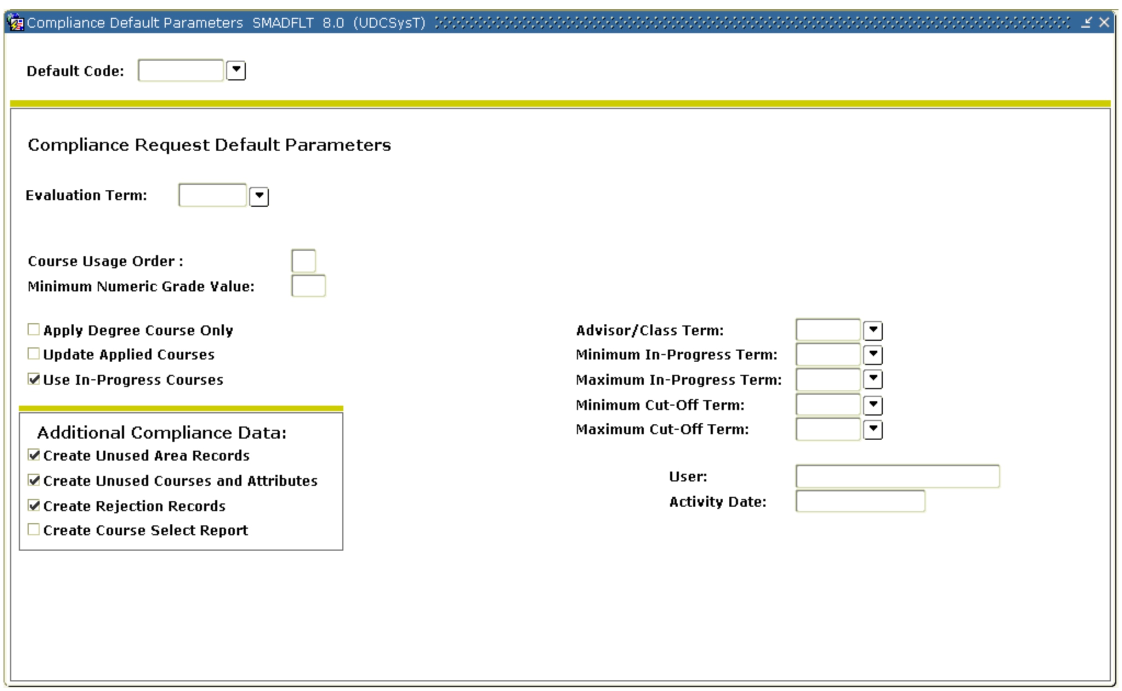
| Field or Checkbox | Value |
|---|---|
| **Apply Degree Courses Only,**<br><br>Update Applied Courses | Select these check boxes as appropriate for your institution.<br><br>Refer to *Using Curriculum, Advising, and Program Planning with Banner Student* for details on how these check boxes work. |
| **Use In-Progress Courses** | Select this check box only if you want to include in-progress courses (non-graded courses in registration) in a degree evaluation.<br><br>If you do select this check box, then you also have to enter values in both the Minimum In-Progress Term and Minimum In-Progress Term fields. |
| **Create Unused Area Records** | If you want Banner to create output records for unused areas when a degree evaluation is run, select this check box. |
| **Create Unused Course/Attributes** | Select this check box if you want to create output records for unused courses or course attributes when a degree evaluation is run. |
| **Create Rejection Records** | Select this checkbox if you want Banner to create output records for rejected courses or course attributes when a degree evaluation is run. |
| **Create Course Select Report** | Select this check box if you want Banner to create the Compliance Course/Attribute Selection Report (SMRCMPL) when a degree evaluation is run.<br><br>Typically, this feature is used in testing, but because it is a long report, you might consider turning it off after testing. |
| **Advisor/Class Term** | Enter the term code for the system to use when selecting the student classification and advisor information for hardcopy output. |
| **Minimum In-Progress Term** | Enter the earliest term from which in-progress courses will be selected for a degree evaluation.<br><br>The term entered must be the same as or earlier than the maximum in-progress term. |

| Field or Checkbox | Value |
|---|---|
| **Maximum In-Progress Term** | Enter the latest term from which in-progress courses will be selected for consideration for a degree evaluation. |
| **Minimum Cut-Off Term** | Enter the earliest term from which any courses will be selected for consideration for a degree evaluation.<br><br>The term entered must be the same as or earlier than the maximum cut-off term. |
| **Maximum Cut-Off Term** | Enter the latest term from which any courses will be selected for consideration for a degree evaluation.<br><br>The term entered must be the same as or later than the maximum cut-off term. |

## Steps

Follow these steps to continue web-enabling of degree compliance processing for faculty and advisors.

1. Access the CAPP Compliance Default Parameter Form (SMADFLT).



2. Enter *WEB* in the **Default Code** field.

   Note: This value is defined on the Compliance Default Codes Validation Form (STVDFLT) and is required by the system.

3. Perform a **Next Block** function.

4. Enter values in the fields, using the table on the previous pages.

5. Click the **Save** icon.

6. Click the **Exit** icon.

## Verifying fields

Go to the Crosswalk Validation Form (GTVSDAX) to verify that the following fields are entered as desired. Complete the fields if necessary.

## Verifying fields

The internal code of WEBCURR uses this hierarchy to determine where and in what order to retrieve the current curriculum record.

1 = DEG: Degree record on the Degree and Other Formal Awards Form (SHADEGR)

2 = GST: General student record on the General Student Form (SGASTDN)

3 = ADM: Applicant record on the Admissions Application Form (SAAADMS)

4 = REC: Recruiting record on the Recruiting Prospect Information Form (SRARECR)

The sequence number (1, 2, 3, or 4) associated with the external code determines the order in which records will be displayed on the Current Curriculum page (the first page of the Degree Evaluation option).

For example, if DEG is specified for sequence 1, the Degree record will be displayed first. If DEG is sequence 1 and the student does not have a Degree record, the system looks for the record type specified for sequence 2; if that record does not exist for sequence 2, it goes on to the next sequence number, and so on. If no record is found, the “No Curriculum Record Found” message will be displayed.

Each of the four **Sequence** fields must have a value. To have only one record be used (for example, the Degree record) enter the associated external code for that record for all four sequence numbers or enter an unknown value, such as xxx in the other three. If the record(s) in the hierarchy do not exist, the “No Curriculum Record Found” message is displayed.

## Verifying fields

Use the information in the tables to review and enter values, if needed, in the fields on GTVSDAX.

| Field | Value |
|---|---|
| Code | WEBCURR |
| Sequence | 2 |
| Group | WEBCAPP |
| External Code | GST |
| Description | WebCAPP Curriculum Source |
| System Requirements | Selected |

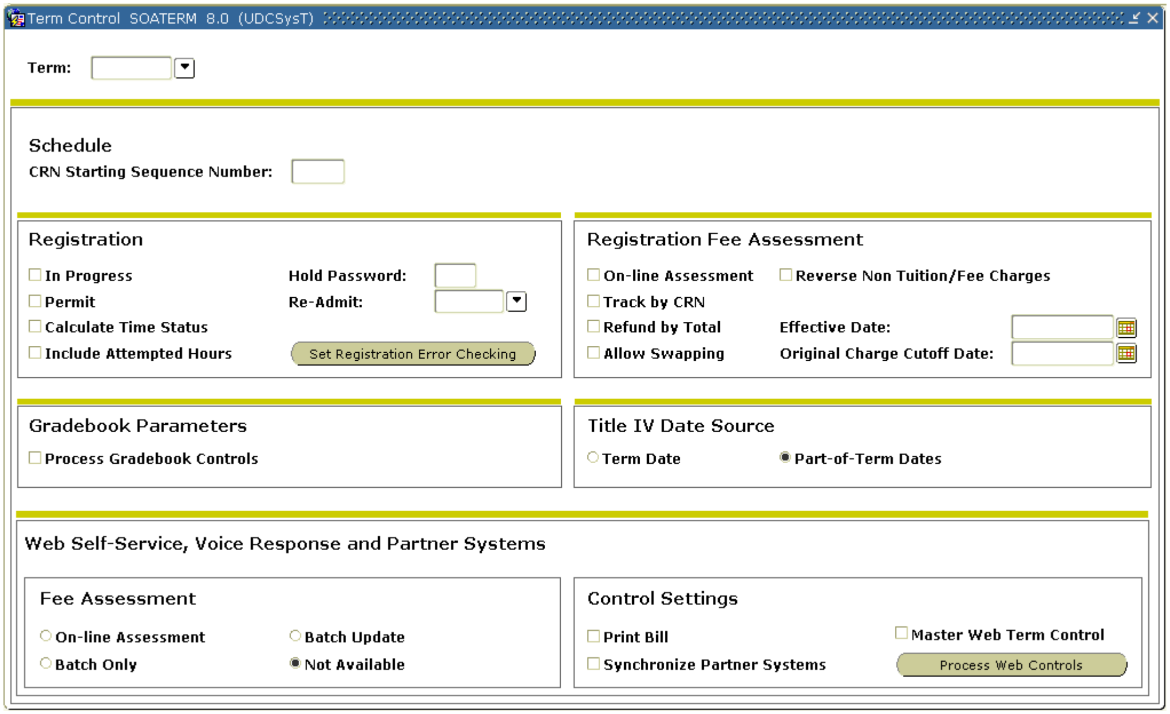
| Field | Value |
|---|---|
| Code | WEBCURR |
| Sequence | 3 |
| Group | WEBCAPP |
| External Code | ADM |
| Description | WebCAPP Curriculum Source |
| System Requirements | Selected |

| Field | Value |
|---|---|
| Code | WEBCURR |
| Sequence | 4 |
| Group | WEBCAPP |
| External Code | REC |
| Description | WebCAPP Curriculum Source |
| System Requirements | Selected |

## Steps

Follow these steps to continue web-enabling of degree compliance processing for faculty and advisors.

1. Access to the Term Control Form (SOATERM).

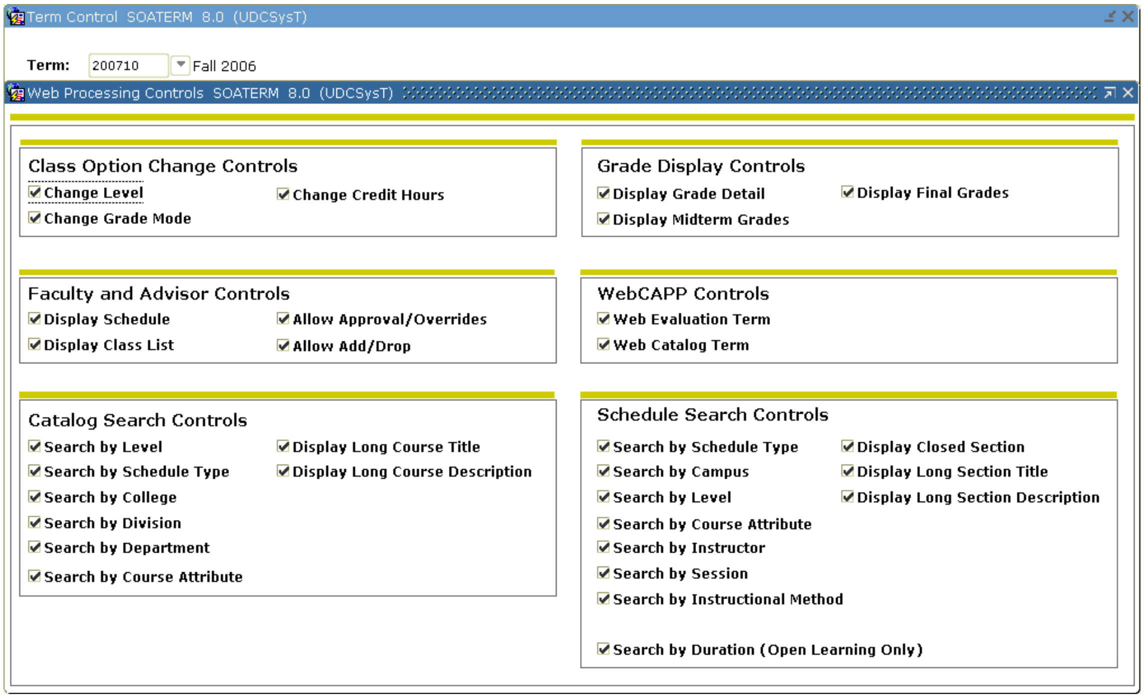



2. Enter the term in the **Term** field.

3. Perform a **Next Block** function.

4. Click the **Process Web Controls** checkbox or select **Web Processing Controls** from the **Options** menu.

5. Click the **Web Evaluation Term** and **Web Catalog Term** checkboxes to allow this term to be used as the evaluation term for the degree evaluation and the catalog term.



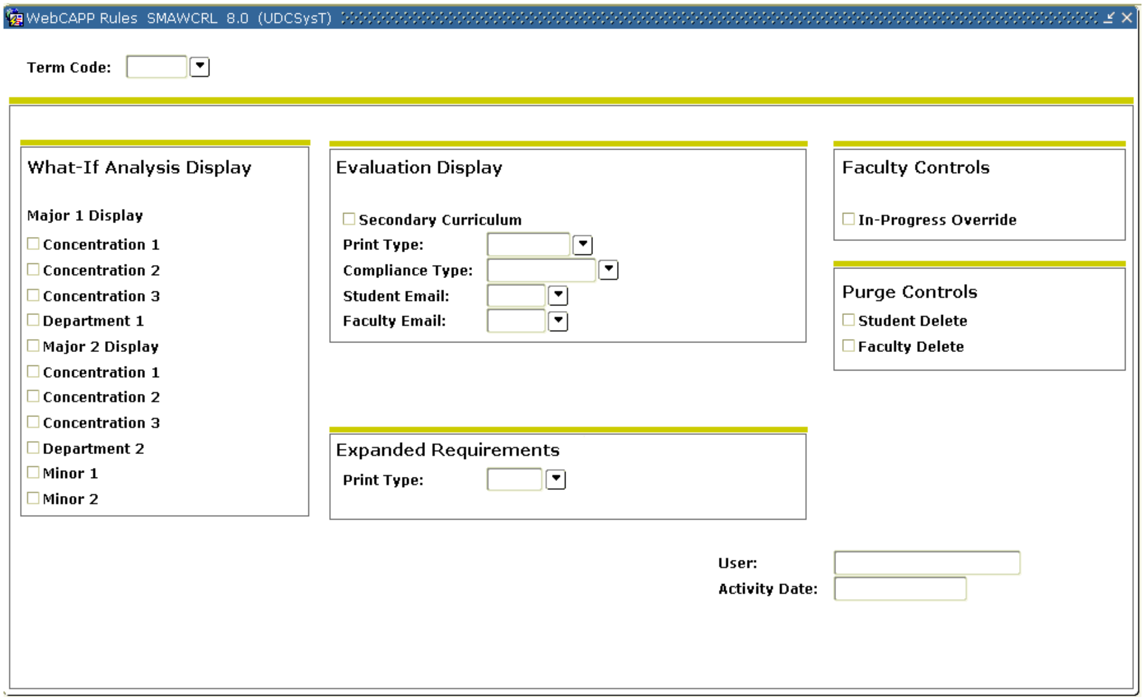

6. Click the **Save** icon.

7. Click the **Exit** icon.

## Steps

Follow these steps to continue web-enabling of degree compliance processing for faculty and advisors.

1. Access to the WebCAPP Rules Form (SMAWCRL).




2. Enter the term in the **Term** field.

3. Perform a **Next Block** function.

4. Select the options that your institution is using in CAPP for degree evaluations (**Concentration 1 – 3 for Major 1, Major 2, Concentration 1 – 3 for Major 2, Minor 1, and/or Minor 2**) for performing a "What-If Analysis".

   Note: This will enable them for selection by the faculty or advisor when running a "What-If Analysis" for a student.

5. Click the **Secondary Curriculum** checkbox if your institution uses secondary curriculum on the General Student Form (SGASTDN) and want degree evaluations to be able to be generated for them.

6. Select a value in the **Print Type** or **Compliance Type** field.

   Note: If your institution has created text for compliances, they have a choice of selecting **Print Type** or **Compliance Type**. **Print Type** only allows one print code to be defined (STVPRNT), whereas the **Compliance Type** (STVCPRT) you select may have multiple print types assigned to it (SMACPRT).

7. Enter an e-mail type in **Student Email** and/or **Faculty Email** field if your institution stores e-mail addresses for students or for faculty/advisors.

   Note: This will allow students to e-mail their advisor or advisors to e-mail their students, if an active e-mail address exists on the Email Address Form (GOAEMAL) for the person being e-mailed.

8. Select a value in the **Print Type** field if your institution uses Banner to create an electronic educational plan for students to display Expanded Requirements on the degree evaluation.

9. Select **In-Progress Override** under Faculty Control if you want faculty or advisors to be able to override your choice of whether in-progress courses should satisfy requirements.

   Note: This choice defaults from SMADFLT.

10. Select the **Student Delete** and **Faculty Delete** checkboxes to allow faculty, advisors, and students to delete the degree evaluations that they have generated themselves.

11. Click the **Save** icon.

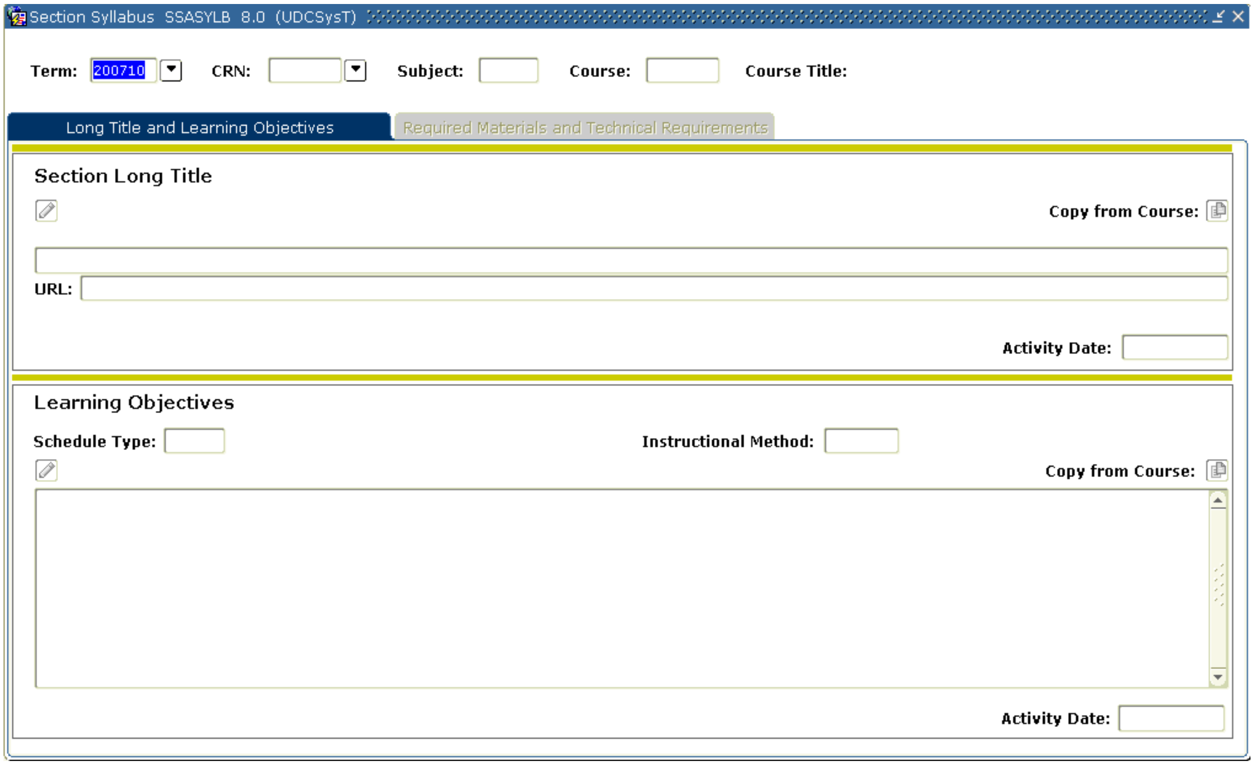
12. Click the **Exit** icon.

# Using the Section Syllabus Form

## Introduction

The Section Syllabus Form (SSASYLB) is used to house descriptions of learning objectives, required materials, and technical requirements, to be used in the production of the section syllabus. This information is displayed on the Web to aid students in selecting and registering for course sections. The syllabus information may be copied to the section level at the user's request.

## Banner form



## Steps

Follow these steps to complete section syllabus form.

Note: The information entered here should help the student make an informed decision about which section to select. A long section title, learning objectives, required materials, and technical requirements are optional. These can be copied from the Catalog module, and modified if you choose.

1. Access the Section Syllabus Form (SSASYLB).

2. Enter the effective term in the **Term** field.

3. Enter the CRN in the **Course Ref. Number** field, and tab to populate the **Subject**, **Course**, and **Course Title** fields.

   Note: If you select a CRN from SSASECQ, the subject, course, and course title are populated.

4. Perform a **Next Block** function to access the Section Long Title block.

5. Enter the long section title or copy the title from the Catalog module with revision capabilities.

   Note: The **Comments** button opens a Banner Editor window so you can enter, search on, or display text. The **Copy From Course** button is used to copy long course title information that has been established for the course for the effective term.

6. Enter the URL for the section in the **URL** field.

7. Perform a **Next Block** function to access the Learning Objectives block.

8. Enter the learning objectives information.

   Note: The **Comments** button opens a Banner Editor window so you can enter, search on, or display text. The **Copy From Course** button is used to copy learning objectives information for the course for the effective term.

9. Perform a **Next Block** function or select **Required Materials** from the **Options** menu to access the Required Materials window.

   Note: The **Comments** button opens a Banner Editor window so you can enter, search on, or display text. The **Copy From Course** button is used to copy required materials information for the course for the effective term.

10. Perform a **Next Block** function or select Technical Requirements from the

**Options** menu to access the Technical Requirements window.

Note: The **Comments** button opens a Banner Editor window so you can enter, search on, or display text. The **Copy From Course** button is used to copy technical requirements information for the course for the effective term.

11. Click the **Save** icon.

12. Click the **Exit** icon.

# Self Check

## Directions

Use the information you have learned in this workbook to complete this self-check activity.

## Question 1

Which form is used to give a general person a faculty or advisor record?

## Question 2

Which form is used to create the hierarchy for record types used for CAPP compliance?

## Question 3

Which form is used to allow faculty to register students?

# Answer Key for Self Check

## Question 1

Which form is used to give a general person a faculty or advisor record?

**Faculty/Advisor Information Form (SIAINST)**

## Question 2

Which form is used to create the hierarchy for record types used for CAPP compliance?

**Crosswalk Validation Form (GTVSDAX)**

## Question 3

Which form is used to allow faculty to register students?

**Term Control Form (SOATERM)**

# Day-to-Day Operations

## Section goal

The goal of this section is to explain the regular processes and detail the procedures to use Faculty Self-Service.

## Section objectives

After completing this section you will be able to:

- review class load
- review class rosters
- review class lists
- enter and review grades (midterm and final)
- work with incomplete grades
- run degree evaluations
- review CAPP compliance results
- review student transcripts
- review graduation applications
- override registration errors
- review student records.

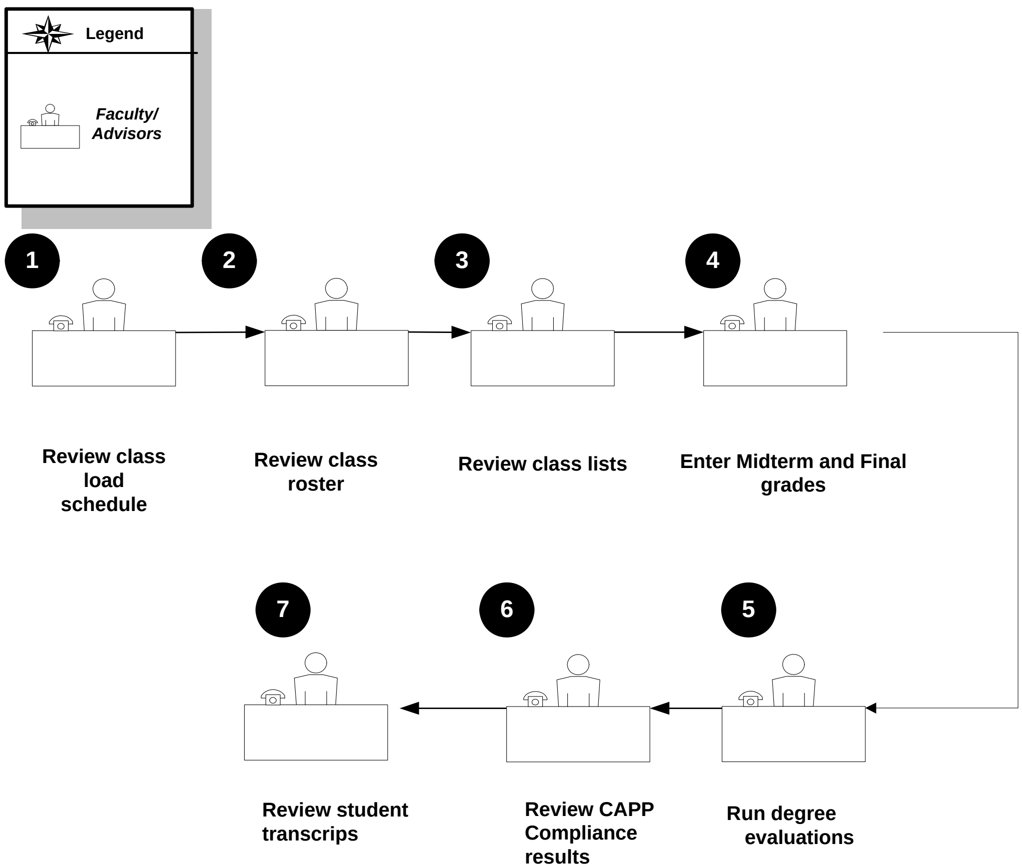
# Process Introduction

## About the process

This course is intended to teach the participant about the Self-Service processes that are designed to assist faculty and advisors with such activities as student course registration, grading, generation of degree evaluations, and the review of student transcripts.

## Flow diagram

This is a high-level flow diagram that represents a day-to-day perspective of the Faculty & Advisors process.



## What happens

The stages of the process are described in this table.

| Stage | Description |
|---|---|
| | **Faculty & Advisors** |
| 1 | Review class load schedule |
| 2 | Review class roster |
| 3 | Review class lists |
| 4 | Enter Midterm and Final grades |
| 5 | Run degree evaluations |
| 6 | Review CAPP Compliance results |
| 7 | Review student transcripts. |

# Working with Faculty Schedules, Class Lists, and Wait Lists

## Faculty schedule: detail and day time views

Faculty members can see information about all classes assigned to them in a term, including enrollment and location, on the *Faculty Detail Schedule* page on the Banner Self Service web application. Faculty members can see a weekly calendar view of all classes assigned to them for a term on the *Faculty Schedule by Day and Time* page.

To see detailed information about a class, faculty can click the link that appears on the class name. This opens the Faculty Detail Schedule page, but this time, information about that one class only is displayed.

Faculty can also see their schedules for parts of a term if they are a teaching a class that is held for only part of the term.

For a class to appear on these pages, the **Display Schedule** checkbox in the Web Processing Controls window of SOATERM must be selected.

## Class list: summary and detail views

Faculty can see a class list for each of their assigned classes in a term. For class lists to appear on these pages, the **Display Class List** checkbox in the Web Processing Controls window of SOATERM must be selected.

The *Summary Class List* page shows a list of students enrolled in this class. Wait-listed students are not included. This page displays details about the students registered in the section, such as name, ID, level, credit hours, and grades. The **Reg Status** field displays the registration status code; if you need to know what the code represents, you can view the Detail Class List, where the registration status code description is displayed. Each student's name is a link that allows you to view that student's address and phone number details.

The *Detail Class List* page displays all the details about the students who are included on the Summary Class List page, plus the student's program, college, department, degree, major, class, and registration status date.

## Wait list: summary and detail views

Faculty can see a wait list for each of their assigned classes in a term. For wait lists to appear on these pages, the **Wait List** checkbox in the Base Part of Term block of SOATERM must be selected for each part of term.

The *Summary Wait List* page displays details about the students, such as name, level, ID, credits. It also shows information about actual enrollment and the wait list. The **Reg Status** field displays the registration status code; if you need to know what the code represents, you can view the Detail Wait List, where the registration status code description is displayed.

Each student's name is a link that will allow you to view that student's address and phone number details.

The *Detail Wait List* page displays all details about the students that are included on the Summary Faculty Wait List page, plus the student's program, college, degree, major, class, and department. Just like the Summary Wait List, each student's name is a link that will allow you to view that student's address and phone number details.

## Steps

Follow this process to view schedule, class list, and wait list pages.

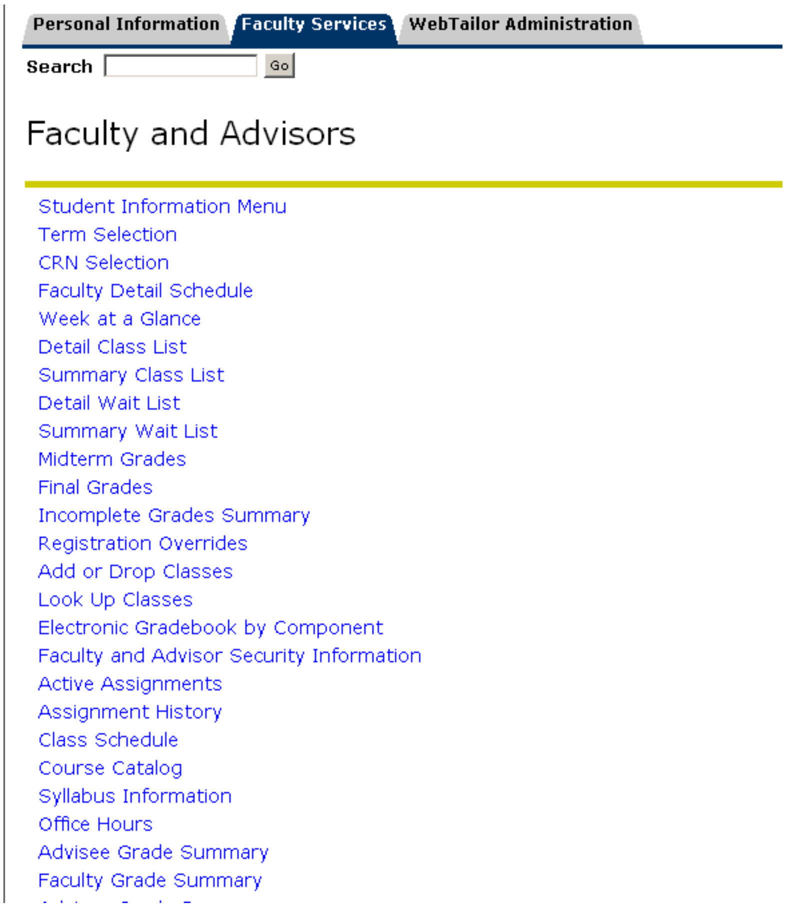
1. Open your Web browser and go to the Banner homepage.

2. Click the **Enter Secure Area** link.

3. Enter your new faculty member's Banner ID in the **User ID** field and the PIN in the **PIN** field (depending on institution settings, these fields may be case-sensitive). Click the **Login** button.

   Note: The first time you enter the secure area of Banner Self-Service, your PIN will expire and prompt you to enter a new PIN. This protects the user's security. Enter your old PIN and a new PIN in the spaces provided and click the **Login** button.

4. Click the **Faculty Services** tab.




5. Using the term, faculty member, PIN, and CRN you used in previous topics, look

at these pages in Faculty Self-Service:

Faculty Detail Schedule

Detail Class List

Summary Class List

Detail Wait List

Summary Wait List

# Working with Mid-term and Final Grades

## Mid-term and final grades

Faculty can enter mid-term and final grades in Faculty Self-Service.

- To enter mid-term grades, use the Mid-Term Grade page.
- To enter final grades, use the Final Grade page.

The process to enter grades is the same on both pages.

By default, only the “primary” instructor for a class may enter grades. The primary instructor for a class is identified on the Schedule Form (SSASECT). You can change this on the Crosswalk Validation Form (GTVSDAX).

When the instructor selects a term and CRN, a listing of the students in the class is displayed along with the registration status of each student.

If the student has already received a grade for the course through automatic grading, that grade is displayed and cannot be changed, if they are set to not be entered manually. Values for automatic grades are entered on the Course Registration Status Code Validation Form (STVRSTS).

Grades entered in Faculty Self-Service are not automatically rolled to academic history. The standard Banner roll process still controls which grades are rolled to academic history. To review grades entered by faculty, faculty and advisors can use the Class Attendance Roster Form (SFAALST) or the Class Roster Form (SFASLST) in Banner.

## Time limits

Your institution will establish a time limit for using the **Mid-term** and **Final Grade** pages. If you reach this time limit without clicking the **Submit** button, your changes will not be saved. To avoid this, you should click the **Submit** button often. If you have not saved by the time the time limit is reached, you will be automatically logged out of Faculty Self-Service and all changes since your last save will be lost.

The time limit is entered in Web Tailor. It is the same time limit that, if passed without any activity, will cause a user to be automatically logged out of all Banner Self-service applications.

## When can a faculty member enter grades?

Faculty members can enter grades using Faculty Self-Service as soon as the **Mid Term Grades** and the **Final Grades** checkboxes on the Term Control Form (SOATERM) are selected. Both of these checkboxes are in the Base Part of Term block and are Part of Term specific.

In practice, you will not want to select these checkboxes until your institution is ready for the grades to be entered for each Part of Term.

Faculty can continue entering (and changing) final grades until grades have been rolled to academic history or SOATERM's **Final Grades** checkbox has been cleared. Mid-term grades are never rolled to Academic History; faculty can continue entering mid-term grades until SOATERM's **Mid Term Grades** checkbox is cleared.

If you need to change a grade after the grades are rolled, you must notify the appropriate staff.

## Relationship to the electronic gradebook

Your institution may be using the Electronic Gradebook feature. We will cover this feature more thoroughly later on. For the moment, though, it is helpful for you to understand a few facts about the relationship between entering grades in Faculty Self-Service and using the Electronic Gradebook to enter grades.

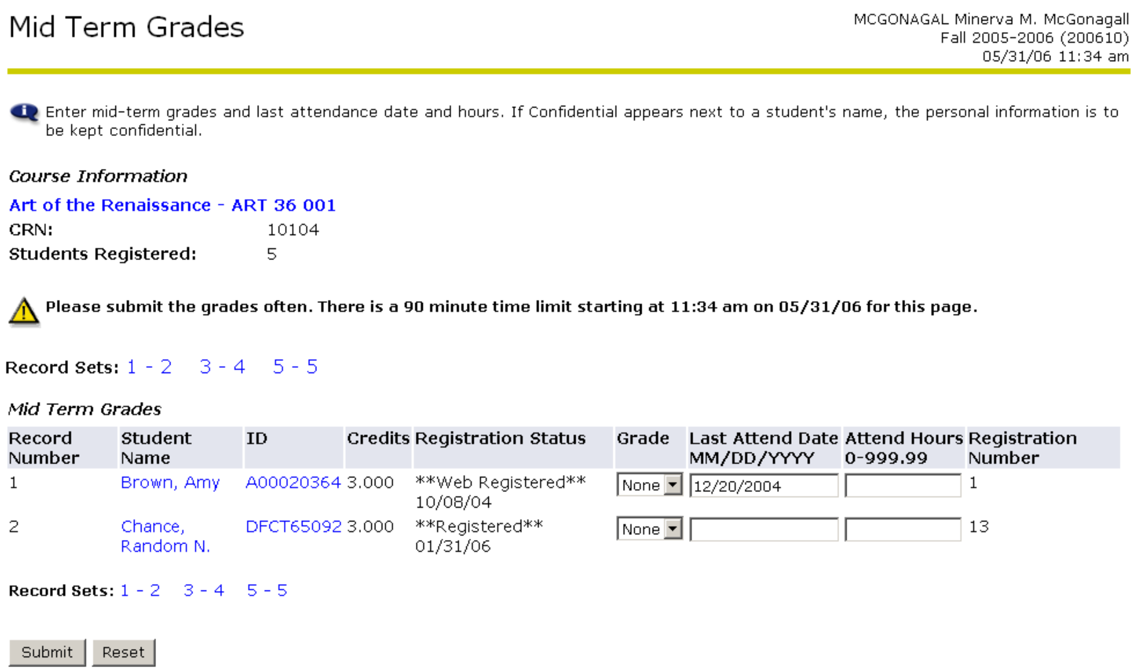
If components have been created for entry in the Electronic Gradebook, the results of the Gradebook scores will override any manually entered grades.

Final grades posted to the SFRSTCR record in the final grade field will now create registration audit trail records that can be viewed on the Student Course Registration Audit Form (SFASTCA). Database triggers will write the audit trail records on the table SFRSTCR, so final grades posted or changed in SFRSTCR will be reflected in audit trail records. Audit trail records for grades will include the message 'Grade update to x', where 'x' is the entered final grade value. This message will be issued whether the change is to enter the first final grade, or whether a final grade already existing in SFRSTCR is changed to another value. This change applies to final grades entered or changed using the Final Grade page or to final grades calculated and posted as a result of Electronic Gradebook processing. Grade changes in Academic History will not be reflected in the Registration Audit Trail, but are audited in the academic history grade table.

## Mid-term grades

Follow these steps to enter mid-term grades.

1. In Faculty Self-Service, access the Mid-Term Grade page by clicking on the **Mid Term Grades** link in the **Faculty Services** tab.



Mid Term Grades

MCGONAGAL Minerva M. McGonagall
Fall 2005-2006 (200610)
05/31/06 11:34 am

Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

*Course Information*

Art of the Renaissance - ART 36 001

| | |
|---|---|
| **CRN:** | 10104 |
| **Students Registered:** | 5 |

**Please submit the grades often. There is a 90 minute time limit starting at 11:34 am on 05/31/06 for this page.**

**Record Sets:** 1 - 2 3 - 4 5 - 5

*Mid Term Grades*

| Record Number | Student Name | ID | Credits | Registration Status | Grade | Last Attend Date MM/DD/YYYY | Attend Hours 0-999.99 | Registration Number |
|---|---|---|---|---|---|---|---|---|
| 1 | Brown, Amy | A00020364 | 3.000 | **Web Registered** 10/08/04 | None | 12/20/2004 | | 1 |
| 2 | Chance, Random N. | DFCT65092 | 3.000 | **Registered** 01/31/06 | None | | | 13 |

**Record Sets:** 1 - 2 3 - 4 5 - 5

Submit Reset

Note: You will be asked to select a term and CRN.

2. Pick a student for whom you want to enter a grade. For this student, select a grade from the **Grade** pull-down list. Only grades that have been web-enabled will appear in the **Grade** list.

3. Click the **Submit** button.

   Note: You can also track the last date that a student attended a class as well as how many hours, in total, the student has attended.

4. Enter today's date in the **Last Attend Date** field.

5. Enter *22* in the **Attend Hours** field.

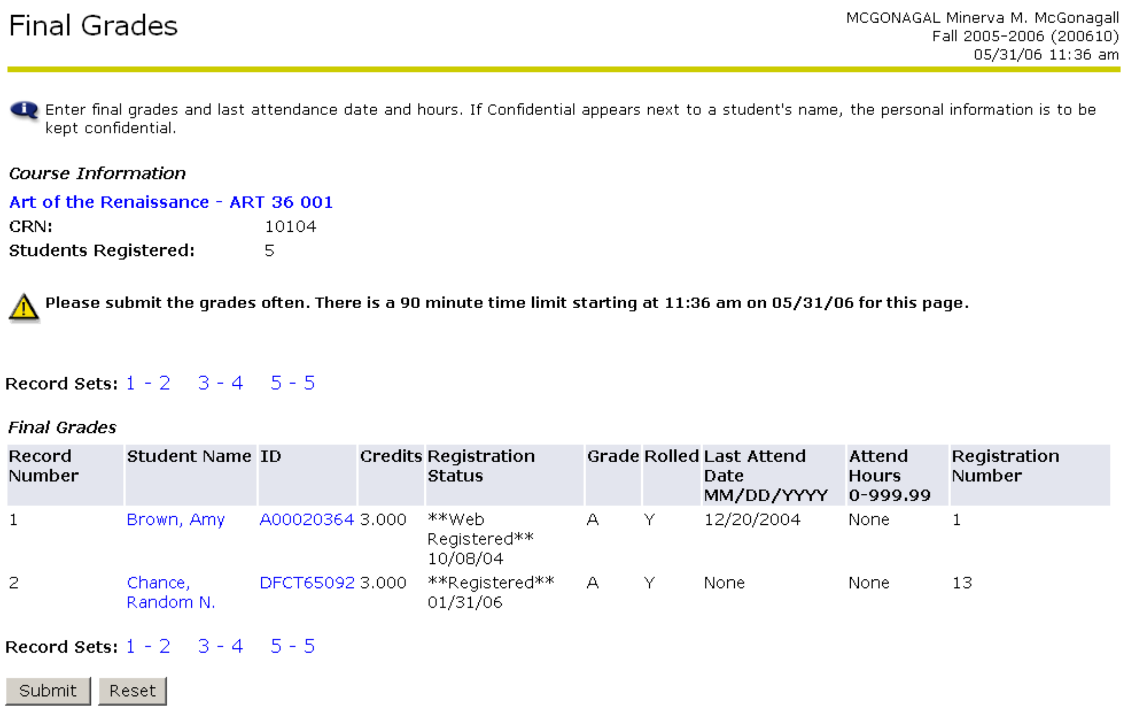
6. Click the **Submit** button.

## Final grades

Follow these steps to enter final grades.

1. Access the Final Grade page by clicking on the **Final Grades** link in the **Faculty Services** tab.

   Note: You will be using the same Term and CRN as in the previous exercise.



Final Grades

MCGONAGAL Minerva M. McGonagall
Fall 2005-2006 (200610)
05/31/06 11:36 am

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

*Course Information*

Art of the Renaissance - ART 36 001

CRN: 10104

Students Registered: 5

Please submit the grades often. There is a 90 minute time limit starting at 11:36 am on 05/31/06 for this page.

Record Sets: 1 - 2 3 - 4 5 - 5

*Final Grades*

| Record Number | Student Name | ID | Credits | Registration Status | Grade | Rolled | Last Attend Date MM/DD/YYYY | Attend Hours 0-999.99 | Registration Number |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Brown, Amy | A00020364 | 3.000 | **Web Registered** 10/08/04 | A | Y | 12/20/2004 | None | 1 |
| 2 | Chance, Random N. | DFCT65092 | 3.000 | **Registered** 01/31/06 | A | Y | None | None | 13 |

Record Sets: 1 - 2 3 - 4 5 - 5

Submit Reset

2. Select a final grade for a student from the **Grade** drop-down list.

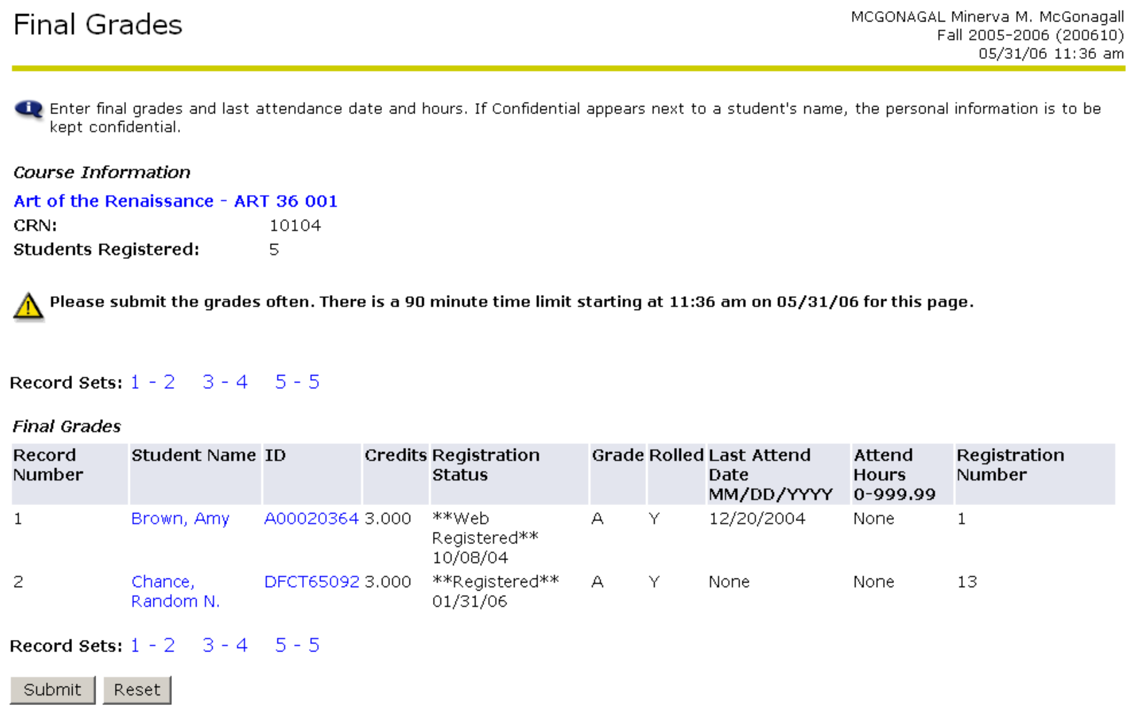
   Note: Only grades that have been web-enabled will appear in the **Grade** list. Enter a grade for the same student for which you entered a mid-term grade.

3. Click the **Submit** button.
4. Enter today's date in the **Last Attend Date** field.
5. Enter *37* in the **Attend Hours** field.
6. Click the **Submit** button.

## Incomplete grades

Follow these steps to enter an incomplete grade.

1. Access the Final Grade page by clicking on the **Final Grades** link in the **Faculty Services** tab.



Final Grades

MCGONAGAL Minerva M. McGonagall
Fall 2005-2006 (200610)
05/31/06 11:36 am

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

*Course Information*

Art of the Renaissance - ART 36 001
CRN: 10104
Students Registered: 5

**Please submit the grades often. There is a 90 minute time limit starting at 11:36 am on 05/31/06 for this page.**

**Record Sets:** 1 - 2 3 - 4 5 - 5

*Final Grades*

| Record Number | Student Name | ID | Credits | Registration Status | Grade | Rolled | Last Attend Date MM/DD/YYYY | Attend Hours 0-999.99 | Registration Number |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Brown, Amy | A00020364 | 3.000 | **Web Registered** 10/08/04 | A | Y | 12/20/2004 | None | 1 |
| 2 | Chance, Random N. | DFCT65092 | 3.000 | **Registered** 01/31/06 | A | Y | None | None | 13 |

**Record Sets:** 1 - 2 3 - 4 5 - 5

Submit Reset

2. Select an incomplete grade for a student from the **Grade** drop-down list.

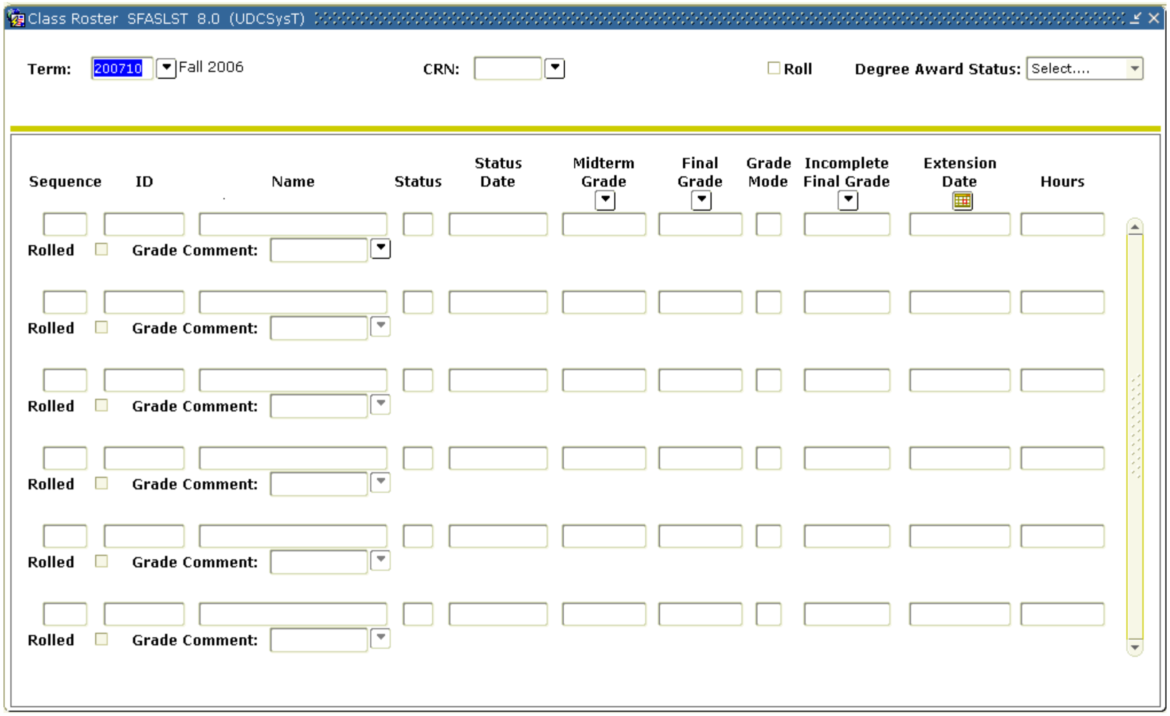
   Note: Only grades that have been web-enabled will appear in the **Grade** list. Enter a grade for a different student for which you entered a mid-term grade.

3. Click on the **Submit** button.

## Reviewing grades

Follow these steps to review mid-term, incomplete and final grades in Banner.

1. Access the Class Roster Form (SFASLST) in Banner Student.




2. Enter the term used in the previous exercises in the **Term** field.
3. Enter the course reference number used in the previous exercises in the **CRN** field.
4. Perform a **Next Block** function.
5. Find the students for whom you entered mid-term, incomplete and final grades, then review the values in the **Midterm Grade** and **Final Grade** fields.
6. Click the **Exit** icon.

# Allowing Registration Overrides and Add/Drop

## Registration overrides

Registration overrides allow faculty members to override registration restrictions for a student. A typical example of an override is to allow a primary instructor to enroll a student in a class that is full.

You create override codes on the Registration Permit-Override Code Validation Form (STVROVR) and then define them on the Registration Permit-Overrides Control Form (SFAROVR). In order to use an override code in a specific class for a term in Faculty Self-Service, you need to select the **Allow Approval & Overrides** checkbox in the Web Processing Controls window of the Term Control Form (SOATERM). The Allow Approvals & Overrides on SOATERM creates an opportunity for a faculty to override restrictions set on the "Set Registration Error Checking" block of SOATERM. The concept of using the Registration Permit-Overrides Control Form is to create an override in advance for a particular student or students before they register on the self-service product, so the override will be in place and the restriction will not stop the student when attempting to register.

## Overriding registration restrictions

There are two ways to override registration restrictions, when registering from the self-service application.

Create override codes on the Registration Permit-Override Code Validation Form (STVROVR) and then define them on the Registration Permit-Overrides Control Form (SFAROVR). After defining the override, you can assign it to a student for a CRN on Student Registration Permit-Override Form (SFASRPO).

Check the **Allow Approval & Overrides** checkbox in the Web Processing Controls window of the Term Control Form (SOATERM). This will allow faculty and advisors to override registration restrictions for their classes only using Faculty Self Service.

## Overrides on SFAROVR

The list below shows the kind of overrides that you can define on SFAROVR.

- Capacity (course is full)
- Duplicate courses
- Course links not met
- Co requisite requirement not met
- Prerequisite requirement not met
- Time conflicts
- Special approvals
- Field of Study
- College restriction
- Level restriction
- Department
- Student Attribute
- Cohort
- Classification restriction
- Campus restriction
- Degree restriction
- Program restriction
- Repeat Hours
- Repeat Limits

## Add or drop classes

Faculty members can add or drop classes for any student.

If a student is registered in at least one of the faculty member's classes or is an advisee of the faculty member, then the faculty member does not need to enter the Banner ID.

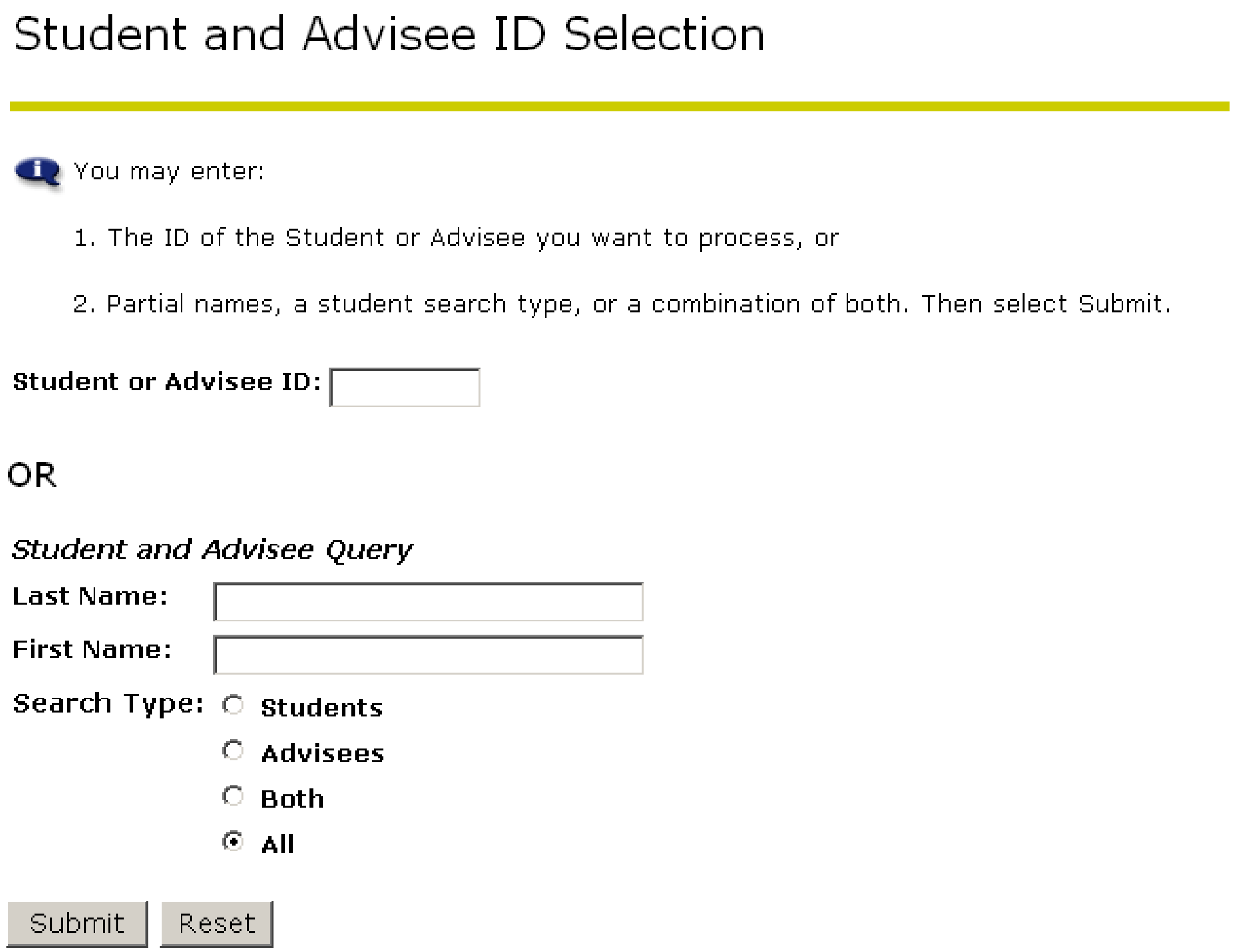
In these situations, the faculty or advisor can perform a name search on the ID Selection page. The student's PIN *does* need to be entered; for security reasons, SunGard Higher Education suggests that you always have the student enter the PIN. Advisors are assigned to students on the Multiple Advisors Form (SGAADVR).

If the student is not enrolled in any classes assigned to that faculty member nor is a current advisee of that faculty member, then both the student's Banner ID and PIN need to be entered.

In the Part-of-Term and Web Registration Controls block of SOATERM you need to enter start and end dates for Web Registration. These dates apply only to students who register for classes in Student Self-Service; they do not apply to faculty and advisors who register students in Faculty Self-Service.

As with registration that occurs in Banner, you also need to associate registration status codes with your term on the Course Registration Status Form (SFARSTS).

## Screen image



# Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or

2. Partial names, a student search type, or a combination of both. Then select Submit.

**Student or Advisee ID:**

OR

***Student and Advisee Query***

**Last Name:**

**First Name:**

**Search Type:** ○ **Students**
○ **Advisees**
○ **Both**
◉ **All**

Submit Reset

## Steps

Follow these steps to add two classes for a student.

1. Click the **Add or Drop Classes** link from the **Faculty Services** tab of Faculty Self-Service.

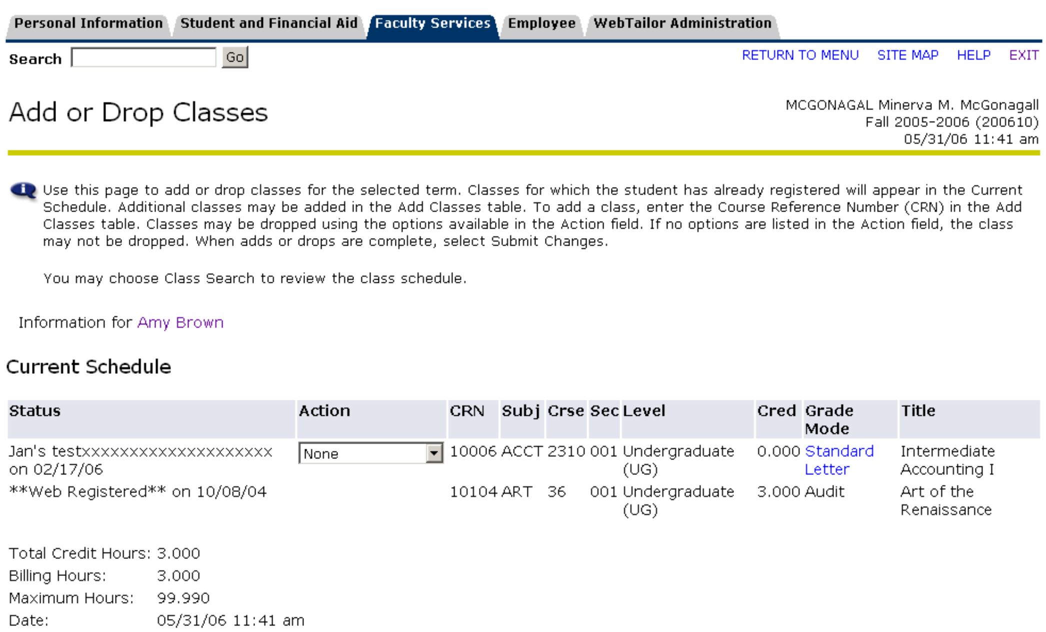
   Note: You may be prompted to select a term.

2. Enter your student's PIN in the **Enter <Student's> PIN** field.

   Note: For this exercise, you can get the student's PIN by accessing the student's record on GOATPAD. For security reasons, SunGard Higher Education recommends that, in a real life situation, you always have the student enter his or her PIN. Faculty and Advisors should never have access to GOATPAD or GOATPAC.

3. Click the **Submit** button.

   Result: The Add or Drop Classes page opens.




4. Enter the course reference number(s) of the course(s) you would like to add in the **CRNs** fields under the Add Classes Worksheet heading.

5. Click the **Submit Changes** button.

   Note: One CRN is now added to the student's schedule. You can now see it in the Current Schedule listing. This class appears as ***Web Registered*** in the

**Status** column.

If CRN has a time conflict with an existing class, you will see an error message for this class. In the **Status** column, you can see the reason for the error. To add this class, access the next procedure.

## Steps

Follow these steps to apply an override, then add a class for a student.

1. Click the **Registration Overrides** link at the bottom of the Add or Drop Classes page.
2. On the Registration Overrides page, select these values

   **Override** list: a time conflict override code

   **Course** list: the course you were not able to add in the previous exercise.

   Note: A faculty member can only establish overrides for classes that he or she is assigned to as the primary instructor.
3. Click the **Submit** button.
4. On the Faculty Registration Overrides Confirmation page, verify the override information that is displayed and then click the **Commit Changes** button.
5. Take a moment to look at the information displayed on this page.
6. Click the **Registration Add/Drop** link at the bottom of the page.
7. When you are prompted, enter the student's PIN again and click the **Submit** button. You are returned to the Registration Add/Drop page.
8. Enter the course reference number of the course for which you established an override in the **CRNs** fields under the Add Classes Worksheet heading enter the CRN.
9. Click the **Submit Changes** button.

   Result: The CRN is now added to the student's schedule. You can now see it in the Current Schedule listing.

# Using Electronic Gradebook by Component

## How the electronic gradebook works

By using the Electronic Gradebook, faculty members can create "gradable components" for a class. They can then assign these components individual weights and assign all components a grade scale. For example, a class may have these components and weights:

| Gradable component | Weight |
|---|---|
| Mid-term exam | 25 |
| Research paper | 30 |
| Final exam | 45 |

In Faculty Self-Service, faculty can enter marks for each component. The Electronic Gradebook then evaluates the marks against the grade scale that is assigned to the Gradebook and calculates the grade for each component. When all components have received a grade, the Gradebook calculates a final grade. The final grade uses a value that is entered on the Grade Code Maintenance Form (SHAGRDE).

Once a final grade is calculated, it is entered into the Class Roster Form (SFASLST) for the class and the student. When final grades are rolled to academic history, Banner checks to make sure that the final grade mode corresponds with the grade mode specified for the course on the Basic Course Information Form (SCACRSE) or the class on the Schedule Form (SSASECT).

Even after final grades are rolled to academic history, faculty can still use the Electronic Gradebook to change component marks. In this case, the newly calculated final overall grade will be uploaded to the student's registration record (as seen on SFASLST).

## Who can enter and see grades in the Electronic Gradebook?

By default, only the faculty member identified as the primary instructor for a class can enter grades in Faculty Self-Service using the Electronic Gradebook. The primary instructor for a class is identified in the Instructor window of the Schedule Form (SSASECT). All other instructors assigned to the class can review marks entered in the Electronic Gradebook, but they cannot enter or change marks.

You can change this setting so that all instructors assigned to a class can enter grades in the Electronic Gradebook. This is done on the Crosswalk Validation Form (GTVSDAX).

## Steps

Follow these steps to enter grades using the Electronic Gradebook.

1. Click the Electronic Gradebook by Component link on the Faculty Services tab.

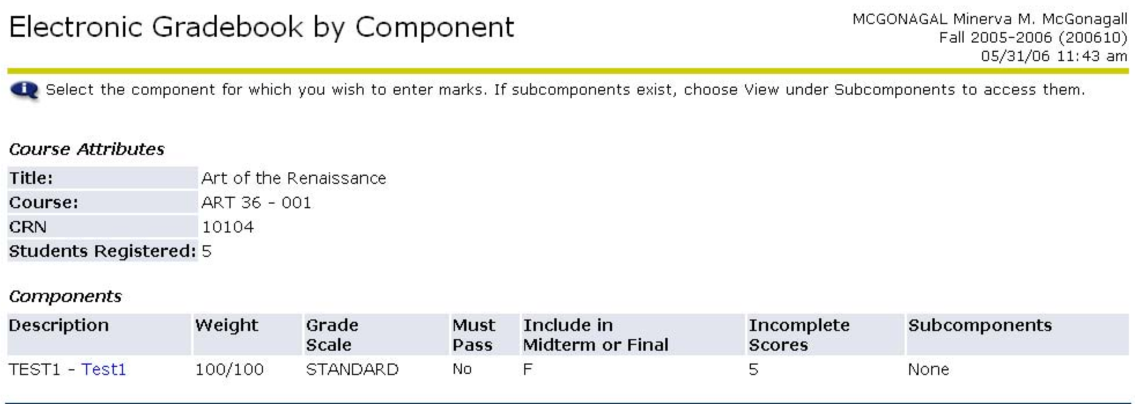
2. Select a term, if needed, in the **Select a Term** field.

3. Click the **Submit** button.

4. Select a course, if needed, in the **CRN** field.

5. Click the **Submit** button.

6. On the Electronic Gradebook by Component page, look at the information that is displayed. Notice how the information you entered on SHAGCOM appears here.




7. Click the blue link for the first component.

   Result: The Enter Marks page opens.

8. Enter any score you wish (but it must be numeric) in the **Score** field for each of the students who are enrolled in this class.

9. Click the **Submit** button.

   Note: The page is updated and will display the appropriate letter grades for the numeric values you just entered (the letter grades come from the grade scale you created in a previous exercise).

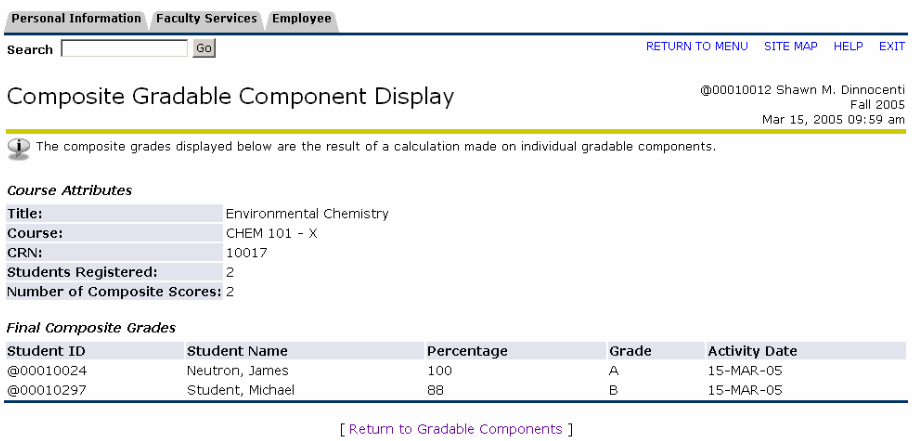
10. Click the **Gradable Components** link at the bottom of the page.

11. Repeat steps7-9 for the second gradable component.

## Steps

Review the final grade in Faculty Self-Service and in Banner. Now that you have entered grades for all the components, you will want to see the calculated final grade. Follow these steps to review the final grade.

1. Click the **View Final Composite Grades** link on the Electronic Gradebook by Component page in Faculty Self-Service.




2. On the Electronic Gradebook (Final Composite Grades) page, you will see the final calculated grade for each student in this class. Notice the overall percentage and grade.

3. Access the Class Roster Form (SFASLST).

4. Enter the term in the **Term** field.

5. Enter the course reference number in the **CRN** field.

6. Perform a **Next Block** function.

   Note: You will see a message telling you that if you enter grades here, they will be overwritten by the Electronic Gradebook.

7. Click the **OK** button.

8. You can now see each student enrolled in this class and their final grades.

9. Click the **Exit** icon.

# Working with the Faculty and Advisor Security Information Page

## Faculty & Advisor Security Information page

Faculty members and advisors can use this page to review the authorization they have been assigned by their institution and to review the security setup for their institution's Banner Self-Service applications.

The page shows user information, transcript and compliance access, CRN access, value-based security, faculty attributes, and advisor types.

## User information

This section indicates which information you are authorized to access or to update and includes whether you are an active faculty member or advisor in the Banner Student System.

## Transcript and compliance access

This section indicates what access is available for transcripts and compliances, including:

- ‘All faculty’ may see information on all students
- ‘All advisors’ may see information on all students
- ‘Advisor must enter student pin’ to access student transcripts and compliances
- ‘Advisor type control’ – additional security controlling access based on advisor types
- ‘Faculty member must enter student pin’ to access student transcripts and compliances
- ‘Faculty attribute control’ – additional security controlling access based on faculty attributes.

## CRN access

This section identifies the access you have with CRNs, including:

- Primary instructor control – May only the primary instructor enter grades?
- Faculty attribute control – May only faculty with certain attributes enter/view grades?
- Advisor type control – May only advisors with certain types enter/view grades?

## Value-based security

This section identifies value-based security access privileges available to you, including

- process
- profile
- access group
- module privileges.

## Faculty attributes

This section identifies which faculty attributes are attached to the faculty member and which privileges they control, including

- view transcript
- enter grades
- display grades
- run Compliance.

## Advisor types

This section identifies which advisor types are attached to the advisor and which privileges they control, including

- view transcript
- enter grades
- display grades
- run compliance.

## Screen image

### Faculty & Advisor Security Information

*User Information*

| | |
|---|---|
| **Active Faculty Member:** | YES |
| **Active Advisor:** | YES |
| **Oracle Username:** | MCGONAGAL |

*Transcripts and Compliance Access*

| | |
|---|---|
| **All Faculty:** | Active |
| **All Advisors:** | Active |
| **Advisor Must Enter Student PIN:** | Not Active |
| **Advisor Type Control:** | Active |
| **Faculty Must Enter Student PIN:** | Not Active |
| **Faculty Attribute Control:** | Not Active |

*CRN Access*

| | |
|---|---|
| **Primary Instructor Control:** | Not Active |
| **Faculty Attribute Control:** | Not Active |
| **Advisor Type Control:** | Active |

*Faculty Attributes*

| | Transcript | Enter Grades | Display Grades | Compliance |
|---|---|---|---|---|
| None | | | | |

*Advisor Types*

| | Transcript | Enter Grades | Display Grades | Compliance |
|---|---|---|---|---|
| **Concentration:** | No | N/A | Yes | Yes |
| **Major:** | No | N/A | Yes | Yes |
| **Minor:** | No | N/A | Yes | Yes |
| **Peer:** | No | N/A | Yes | Yes |

## Steps

Follow these steps to review Faculty and Advisor security information.

1. Click the **Faculty and Advisor Security Information** link on the Faculty Services tab.

2. Scroll through the page to review the information.

# Working with the Student Menu

## Faculty and Advisors student menu

The Student Information Menu allows faculty members and advisors to view a variety of information about a selected student. Information displayed on these pages is based on a term.

Faculty and advisors can select, by name, any student who is enrolled in one of their classes or who is assigned to them as an advisee. They can see information about other students by entering that student's Banner ID.

Faculty and advisors can see this information about students:

- Basic student information
- Addresses, phone numbers, and e-mail addresses
- Schedules.

Faculty can process registration overrides; advisors can view their list of advisees.

## Screen image

# Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Add or Drop Classes
- Change Class Options
- Academic Transcript
- Electronic Gradebook for a Student
- Degree Evaluation
- Active Registrations
- Registration History
- Advisee Listing
- Test Scores
- View Holds
- View Application To Graduate
- Concise Student Schedule
- Student Week at a Glance

## View student information

The Student Information option displays a variety of information including first term attended, whether currently registered, residency, citizenship, student type, status, admit term, catalog term, class, and curriculum details including program, level, college, degree, majors, minors, and concentrations.

Curriculum information displayed on this page is based on curriculum information entered in Banner Student.

Click the link on the student's name to see addresses, e-mail addresses, and telephone numbers.

## Steps

Follow these steps to view basic student information.

1. Click the Student Information Menu link on the Faculty Services tab.
2. Click the **Student Information** link.

   Note: You may be prompted to select a term, a student ID or to search for a student.
3. Look at the information that is displayed.

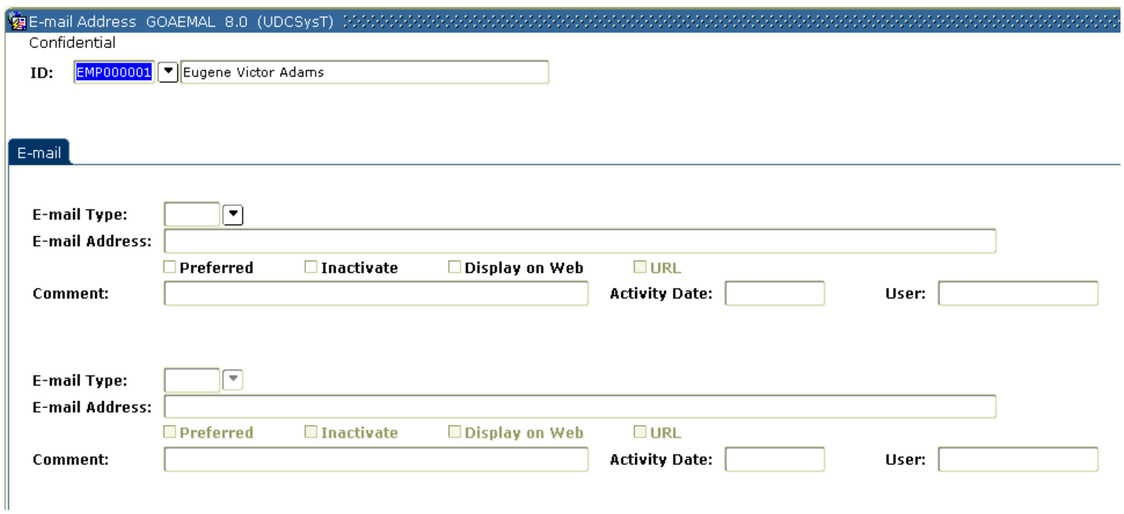
## View student address and phones

On this page, faculty and advisors can see all Web-enabled address and phone numbers for the student.

## Steps

Follow these steps to verify that the student has e-mail address information.

1. Go to the E-mail Address Form (GOAEMAL).




2. Enter your student's Banner ID in the **ID** field.
3. Perform a **Next Block** function.
4. Click the **Display on Web** checkbox.

   Note: If it is not selected, the e-mail address will not appear in Faculty Self-Service or Student Self-Service even if it is assigned a type that is Web-enabled.

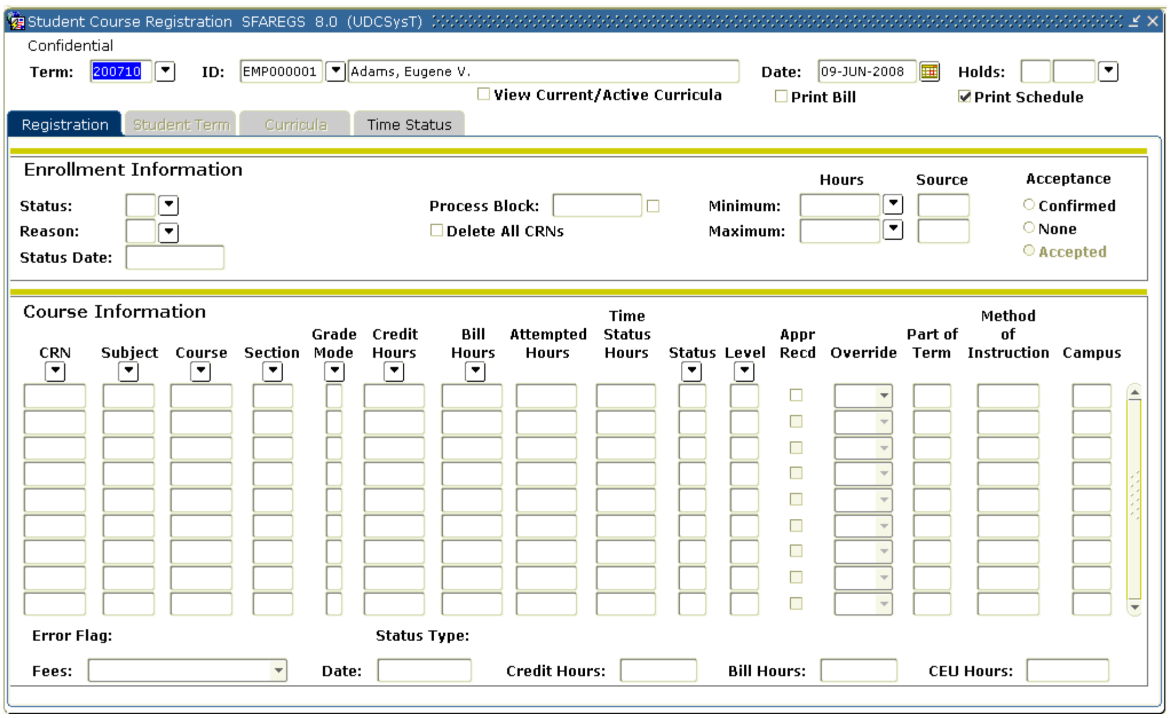
## View student schedule

On the View Student schedule page, faculty and advisors can see the student's schedule for the selected term. Only Web-enabled classes are shown in the schedule.

## Steps

Follow these steps to verify that the student's schedule is in Banner.

1. Go to the Student Course Registration Form (SFAREGS).




2. Enter your term and your student's Banner ID in the **Term** and **ID** fields.
3. Perform a **Next Block** function.
4. Verify that the student is registered for classes in this term.
5. Look at the values in the **Status** field for each course.
6. Go to the Course Registration Status Code Validation Form (STVRSTS).
7. Find the status code(s) you saw on SFAREGS for the student's classes.
8. Select or clear appropriate **Print on Schedule** checkboxes.

*Selected*: the class will appear in the Student Schedule page in Faculty Self-Service and Student Self-Service.

*Cleared*: the class will not appear in the Student Schedule page.

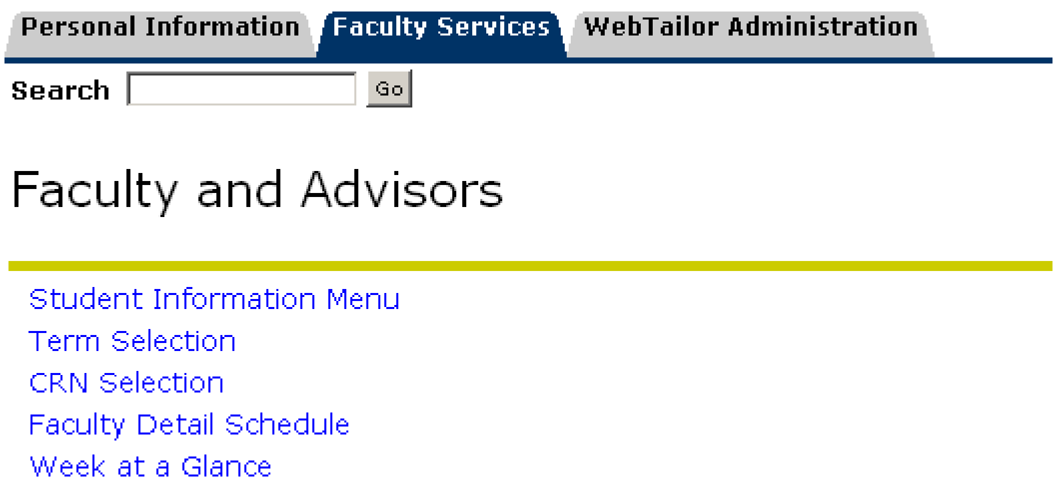
9. Click the **Save** icon.

10. Click the **Exit** icon.

## Steps

Follow these steps to view the student's schedule in Faculty Self-Service.

1. Click the Student Information Menu link on the Faculty Services tab.




Click the **Student Schedule** link.

Note: You may be prompted to select a term.

2. Enter the Banner ID of the student/advisee in the **Student or Advisee ID** field or Search by Last Name and First Name for the Banner ID.

3. Select the student/advisee and click the **Submit** button.

4. The Student Schedule page shows classes that

   - the student is enrolled in for the selected term
   - have registration statuses whose **Print on Sched** checkbox on STVRSTS is selected.

## Registration permits/ overrides and add/drop

The Registration permits/overrides and add/drop pages function the same way as the corresponding pages on the Faculty & Advisor menu.

## Change class options

The Change class options allow faculty members to change registration characteristics of the course(s) they are teaching. Characteristics that can be changed are credit hours, grading mode, and course level.

## Steps

Follow these steps to change class options for a student.

5. Click the **Student Information Menu** link on Faculty Services tab.
6. Click the **Change Class Options** link.

   Note: You may be prompted to select a term.
7. Select a student.
8. Enter the student's PIN in the **PIN** field.

   Note: Remember that, in practice, the student should always enter his or her PIN and not the faculty member or advisor.
9. Click the **Submit** button.

   Note: On the Change Class Options page, you will see a pull-down list next to any item that can be changed.
10. To change an option, open a list and select a new value.
11. Click the **Submit Changes** button.

## View student test scores

Follow these steps to view a student's test scores.

1. Click the **Student Information Menu** link on Faculty Services tab.

2. Click the **Test Scores** link.

   Note: You may be prompted to select a term.

3. Select a student, if one is not selected already.
4. View the student's test scores, if any.

## View student holds

Follow these steps to view a student's hold(s).

1. Click the **Student Information Menu** link on Faculty Services tab.
2. Click the **View Holds** link.

   Note: You may be prompted to select a term.

3. Select a student, if one is not selected already.
4. View the holds that are active for the selected student.

## View graduation application

Follow these steps to view a student's application to graduate.

1. Click the **Student Information Menu** link on Faculty Services tab.
2. Click the **View Application to Graduate** link.

   Note: You may be prompted to select a term.

3. Select a student, if one is not selected already.
4. View the student's graduation application.
5. Click on the **Academic Transcript** link to review the student's transcript.

# Working with the Advisors Menu

## Faculty and Advisors menu

From this Menu, faculty members and advisors can view

- Transcripts
- Electronic Gradebook Detail
- Faculty and Advisor Security Information
- Degree Evaluation
- Advisee grade summary

## Security

The Student Academic Transcript feature can use Banner's Value-based Security (VBS). Your institution can use VBS to control at a detailed level who can and cannot see transcripts and Electronic Gradebook components and grades. For complete information on VBS, please see your *Banner Security Technical Reference Manual*.

## Banner form

# Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Midterm Grades
- Final Grades
- Incomplete Grades Summary
- Registration Overrides
- Add or Drop Classes
- Look Up Classes
- Electronic Gradebook by Component
- Faculty and Advisor Security Information
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- Advisee Grade Summary
- Faculty Grade Summary

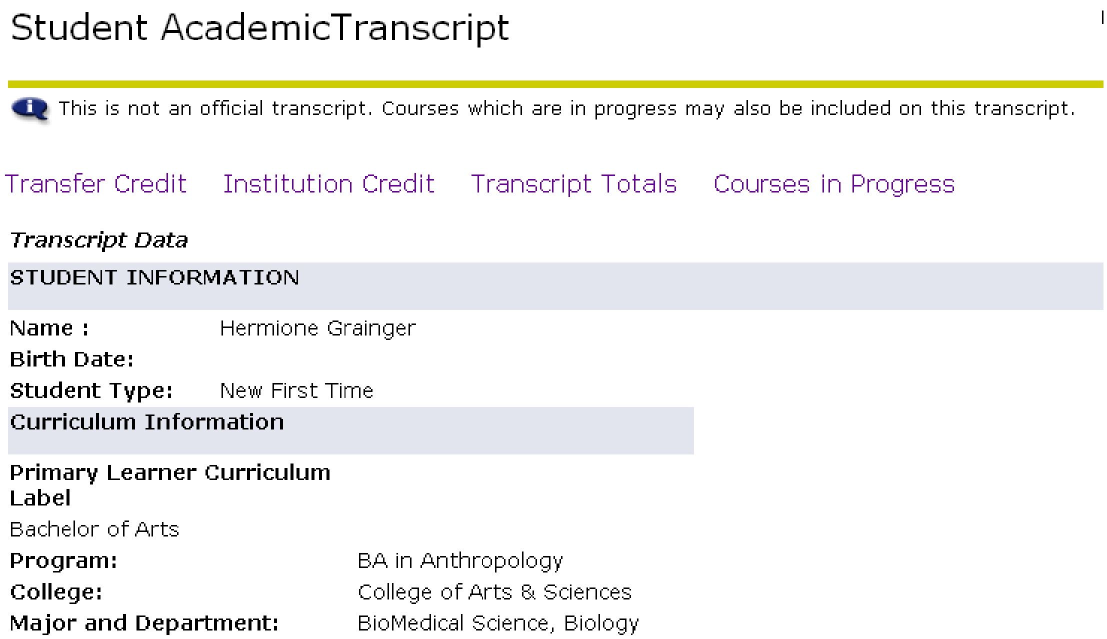
## Steps

Follow these steps to view a student's transcript.

Note: If there is a hold on a student's account, a warning appears. This warning does not prevent a faculty member or advisor from viewing a student's transcript.

1. Click the **Student Information** Menu link on the Faculty Services tab.
2. Click the **Academic Transcript** link.
3. Choose a term from the **Select a Term** field, if necessary.
4. Enter a student ID in the **Student or advisee ID** field.
5. Click the **Submit** button.
6. Click the **Submit** button to verify the student selected.
7. Enter the student PIN number in the **PIN** field, if prompted.
8. Select a transcript level in the **Transcript Level** field.
    - Levels that exist in the student's degree information in Academic History are shown in the **Transcript Level** list.
    - Transcript types that are Web-enabled on the Transcript Type Code Validation Form (STVTPRT) are shown in the **Transcript Type** list.
9. Select a transcript level in the **Transcript Level** field.
10. Click the **Display Transcript** button.

    Note: Transcript contents are specified on the Transcript Type Rules Form (SHATPRT). If degree information is to be included in a particular transcript type, the degree code has to be Web-enabled on the Degree Code Validation Form (STVDEGC).




## Steps

Follow these steps to view a student's marks in the Electronic Gradebook.

1. Click the **Advisor Menu** link on the **Faculty Services** tab.
2. Click the **Electronic Gradebook for a Student** link.

   Note: You may be prompted for a term.

3. Select the appropriate course reference number in the **Select CRN** field.
4. Click the **Submit** button.
5. Enter the student's ID in the **Student ID** field.
6. Click the **Submit** button.

   Result: The Faculty Electronic Grade Book window opens.

## Faculty Electronic Grade Book

@00010012 Shawn M. Dinnocenti
Fall 2005
Mar 15, 2005 01:23 pm

Information for Michael W. Student

***Course Information***

**Environmental Chemistry - CHEM 101 X**

**CRN:** 10017

***Grade Submission Cutoff Dates***

**Midterm:** Mar 31, 2005
**Final:** Jun 01, 2005

***Components***

| Description | Score | Weight | Out of | Percent | Grade Scale | Letter Grade | Must Pass | Include In Midterm or Final | Due Date | Submission Date (MM/DD/YYYY) | Extension Date (MM/DD/YYYY) | Marker |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MID - Mid Term | | 25 | 100 | | 50-100 | None | Yes | Mid-Term | 15-MAR-05 | 03/15/2005 | | Dinnocenti,Shawn |
| PAPER - Research Paper | 88 | 30 | 100 | 88 | 50-100 | None | B | C | D | Yes | Final | 15-MAR-05 |
| FINAL - Final Exam | 88 | 45 | 100 | 88 | 50-100 | None | B | C | D | Yes | Final | 15-MAR-05 |

***Composite Grades***

# Using CAPP on the Web – Degree Evaluations

## WebCAPP feature

If you are already using the Curriculum, Advising, and Program Planning (CAPP) feature in Banner Student, then you can also use the WebCAPP feature in both Faculty Self-Service and Student Self-Service.

Using WebCAPP, faculty and advisors can audit a student's course work against selected primary and secondary programs. They can initiate an audit, view results, and print degree audit evaluations via the Web. WebCAPP interfaces with the Banner Student system, providing uniform Web access functionality to CAPP information in Banner.

For information on how to set up CAPP in Banner Student, see the *Using Curriculum, Advising, and Program Planning with Banner Student* handbook.

## What is included in a degree evaluation?

The Degree Evaluation record lists the curriculum for which a degree evaluation can be run. It displays information for a student's curriculum program (primary and secondary). For each curriculum program, it displays the following information:

- Catalog term
- Program
- Level
- Campus
- College
- Degree
- Major (1 and 2)
- Department (1 and 2)
- Concentration (1,2, and 3)
- Minor (1 and 2)

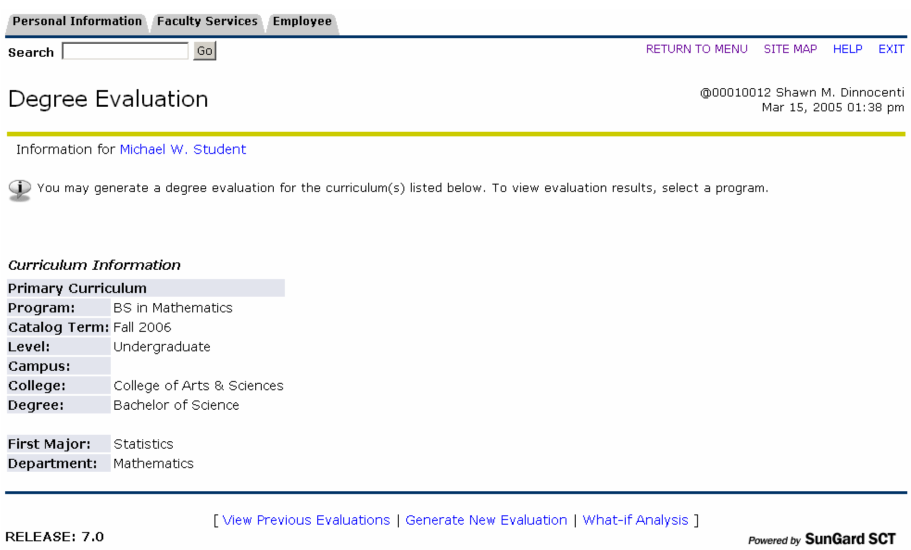
If a program on the record has a link, faculty can view the last generated evaluation for that curriculum.

## Viewing a degree evaluation on the web

Follow these steps to view a previous degree evaluation on the web.

Note: The evaluations that faculty sees in WebCAPP are *not* official evaluations.

1. Click the **Advisor Menu** link from the Faculty Services tab.
2. Click the **Degree Evaluation** link.
3. Select a term in the **Term** field.
4. Click the **Submit** button.
5. Enter a student ID in the **Student or advisee ID** field.
6. Click the **Submit** button.
7. Click the **Submit** button to verify the student selected.
8. Enter the student PIN number in the **PIN** field, if prompted.
9. Review the Degree Evaluation page. It has links that allow you to view the current evaluation, view previous evaluations, generate a what-if analysis, or generate a new evaluation.




10. Click the **Previous Evaluation** link at the bottom of the page.
11. If an evaluation has been generated in the past for an advisor and has not been purged from the system, a list of previous evaluations will be displayed as links.

Click on the link of the evaluation to be viewed.

12. Select how the evaluation is to be display and click the **Submit** button.

## Generating a new evaluation

Follow these steps to generate a new evaluation on the web.

1. Click the **Generate New Evaluation** link at the bottom of the Degree Evaluation page.

2. Select the radio button for the program to be evaluated on the **Generate New Evaluation** page.

3. Select the evaluation term in the **Term** field.

4. Click the **Generate Request** button.

5. Select the **View General Requirements** radio button on the Degree Evaluation Display Options page.

   Note: It might take several moments for the 'Degree Evaluation Display Options' page to be displayed because the system must run a process to calculate the data.

6. Click the **Submit** button.

   Result: The General Requirements page shows a summary of the degree evaluation. For example, it shows that the classes the student has taken toward requirements, including credit hours, grades, and course reference numbers (CRNs).

7. Repeat steps 1-6, however, you should now select the **Detail Requirements** radio button.

   Result: The Detail Requirements page shows the details of the degree evaluation. For example, it shows all the classes that the student needs to take to meet the program requirements and whether the requirement has been met.

   Note: You can generate a printer-friendly version of these views. To do this, select the **Click for printer friendly version** checkbox on the Degree Evaluation Display Options page before you click the **Select Desired View** button.

## Performing what-if analyses for degree evaluations

Students can perform a What-If Analysis via the Web, comparing their coursework to any program/curriculum built in CAPP. The resulting output is itemized, showing requirements completed and the courses required to fulfill the program requirements.

Students follow these steps to generate a What-If Analysis.

Note: In a what-if analysis, only majors associated with the entry term for a program are displayed.

## Steps

Follow these steps to generate a What-If Analysis.

1. Select the **What-if Analysis** link at the bottom of the Degree Evaluation page.
2. Select a term from the **Entry Term** drop-down list.
3. Click the **Continue** button.
4. Select the program to be evaluated from the **Program** drop-down list.
5. Click the **Continue** button.
6. Select a major from the **Major 1** drop-down list.
7. Select a campus from the **Campus** drop-down list.
8. You can select the **Add More** button to add more options or select the **Submit** button to proceed with the evaluation.

   Note: If you choose to add more options, more pages are displayed, depending on your institution's setup, until no more options are available to be added. You then select the **Submit** button.

   After selecting the **Submit** button, the What-if Analysis (Evaluation Term) page (bwcksmds.P_WhatIf_Next_Step) is displayed.
9. Select a term from the **Evaluation Term** drop-down list.
10. Click the **Generate Request** button.
11. Select the type of display you want to view.

    Note: View types are:

    General Requirements

Detail Requirements

Additional Information.

12. Click the **Submit** button.

# Summary

## Let's review

As a result of completing this workbook, you have

- reviewed and created validation forms that control Faculty Self-Service
- created a faculty member
- defined Faculty Self-Service access
- viewed a class load schedule
- viewed a class roster
- entered restriction overrides
- assigned grades to students
- set up and used the electronic Gradebook
- viewed student information
- performed a degree evaluation.

Now you are ready to begin determining the information related to your faculty that will be implemented within the Banner Faculty Self-Service product. Decisions will need to be made based upon your organization's needs as to which code validation, control, and rules forms will be used as well as what your values will be on these forms.

# Self Check

## Directions

Use the information you have learned in this workbook to complete this self-check activity.

## Question 1

Which link in the Self Service application would a faculty member click to see a student's level?

## Question 2

How can Banner and the Self Service application automatically calculate a student's grade?

## Question 3

Grades entered through Faculty Self Service automatically rolls to a student's Academic History.

True or False

# Answer Key for Self Check

## Question 1

Which link in the Self Service application would a faculty member click to see a student's level?

**View Student Information**

## Question 2

How can Banner and the Self Service application automatically calculate a student's grade?

**By using Electronic Gradebook**

## Question 3

Grades entered through Faculty Self Service automatically rolls to a student's Academic History.

**False. The Grade Roll to Academic History (SHRROLL) process must be run.**

# Appendix

# Forms Job Aid

| Form | Full Name | Use this Form to... |
|---|---|---|
| GTVEMAL | E-mail Address Type Validation | define and Web-enable e-mail address type codes |
| GTVSDAX | Crosswalk Validation | define records in the Crosswalk Table. Some of these records are used by the Registration Add/Drop process, which exists in Faculty Self-service and Student Self-service |
| SFAROVR | Registration Permit-Overrides Control | define the codes for assigning registration permits or overrides to individual students. |
| SHATPRT | Transcript Type Rules | define transcript types (official, internal advising, etc.) which can be produced in Banner Student System processing |
| SMADFLT | Compliance Default Parameters | define the default values for use in running compliance in the batch, Faculty & Advisor Self Service, Student Self-Service, and on-line |
| SMAWCRL | WebCAPP Rules | set up the controls for generating the degree evaluation when using Faculty Self Service |
| SOAFAPC | Faculty Attribute/Advisor Type Control | assign roles, faculty attributes, and advisor types to processes used to control access to generating and viewing degree evaluations, viewing academic transcripts, entering grades in the electronic gradebook, and viewing grades in the electronic gradebook |
| SOATERM | Term Control | enable tuition and fee assessment for web registration; mid-term and final grade entry; the display of class and wait lists; the ability for faculty to override registration restrictions; faculty to register students or add/drop classes for students; the faculty to view the schedules; and the search controls for the schedule and the catalog for the term |
| SOAWDSP | Web Display List Customization | define the validation form codes that can be displayed on the Web for section and catalog Web searches and do *not* have a Web indicator defined |

| Form | Full Name | Use this Form to... |
|---|---|---|
| STVADVR | Advisor Type Validation | create, update, insert, and delete advisor type codes such as major, minor, honors, and concentration |
| STVCPRT | Compliance Type Validation | create compliance type codes, such as *Advisor Report, Official Detail Report*, and so on |
| STVDFLT | Compliance Default Codes Validation | define compliance parameter types use as optional default values when generating compliances through the batch process, Faculty & Advisor Self Service, Student Self-Service, and on-line |
| STVFATT | Faculty Member Attributes Code Validation | create, update, insert, and delete faculty member attribute codes such as adjunct faculty, part-time faculty, Department Chairperson, or Full-time Coach |
| STVORIG | Originator Code Validation | create, update, insert, and delete originator codes (e.g., *Student Accounts Office*, *Bursar's Office*, *Dean of Students*, etc.). The value *AUTO,* for Generated Automatically, is a system-required value on this form |
| STVPRNT | Compliance Print Code Validation | create print codes, such as *Met, Unmet*, *Total Text*, and so on |
| STVPROC | Process Control Code Validation | create, update, insert, and delete the process codes that are allocated to either a faculty attribute or advisor type and control access to the Electronic Grade Book and Academic Transcript in Faculty Self-service |
| STVROLE | Role Definition Validation | create the roles to which transcript, grade, and compliance security processing may be assigned |
| STVROVR | Registration Permit-Override Code Validation | define and maintain codes for assigning registration permits or overrides to individual students. Some examples are Degree, Level, Pre-requisite, or Special Approval. These will be used with the Registration Permit-Overrides Control Form (SFAROVR) |
| STVRSTS | Course Registration Status Code Validation | maintain codes, descriptions, and basic processing rules for statuses that will describe a person's registration in each section |
| STVTERM | Term Code Validation | create and maintain term codes |

| Form | Full Name | Use this Form to... |
|---|---|---|
| STVTPRT | Transcript Type Validation | maintain codes for the types of transcripts (official, internal advising, etc.) which can be produced in Banner Student System processing |

# Terminology

## Connected

Refers to courses that are associated with each other via co-requisites, prerequisites, cross lists, or links.

## Connection

Refers to a set of connected courses.

Example: The connected courses of Biology 101 lecture and Biology 102 lab (co-requisites) would be considered a connection.

## Co-requisite

Two or more different subject/course numbers that must be taken in the same term.

## Link

Same subject and course number, with different schedule type(s) that must be taken in the same term.

## Pre-requisite

A requirement that must be satisfied in a prior term, consisting of

- course(s)
- test score(s).

## Cross List

Two courses taught by the same instructor in the same room at the same time.